



TATA INSTITUTE OF SOCIAL SCIENCES
II Floor, S.R Sankaran Block, AMR-APARD Campus, Rajendranagar, Near
NIRD, Hyderabad, Telangana 500030

TISS/ADVT/PROJECT/HYD/January 2018

Recruitment of staff for the Early Literacy Project at the Hyderabad campus of the Institute

The Early Literacy Initiative (ELI) is a project anchored in the Azim Premji School of Education at the Tata Institute of Social Sciences, Hyderabad. ELI seeks to impact the understanding and practice of Early Language and Literacy in India. The overall objective of the initiative is to build capabilities of individuals and institutions to work for early literacy in the country given the widely acknowledged and urgent need for intervention in the area. The project is funded by the Tata Trusts.

The Objectives of the Early Literacy Initiative are as follows.

- Research – To conduct new research in early language and literacy in India; and to disseminate knowledge that is already available. We have three projects at multiple sites - Hyderabad, Delhi, Bangalore, Kolkata and Goa.
- Teaching – To create a cadre of knowledgeable and well-prepared professionals in the area of early language and literacy.
- Advocacy – To provide visibility and leadership to work in early language and literacy by engaging in national level dialogues with scholars, policy-makers and other professionals working in allied areas. ELI also provides networking support for practitioners and scholars working in the domain through a variety of means, such as, a visible and dynamic web presence, offering short-term workshops and courses, collecting and disseminating relevant information, and so on.

Applications are invited for project positions to be filled on contract basis for a period of **two** years.

Position 1. Accounts & Administrative Assistant

Educational qualification and work experience

1. The candidate must possess at least a Bachelor's degree in Commerce or relevant discipline with minimum of 55 % of marks and two years of work experience in handling finance and administration related aspects.
2. Good administrative skills in order to manage the work of the project.
3. Good budgeting and accounting skills.
4. Excellent communication skills and proficiency in WORD, EXCEL and related software programmes would be an added advantage.

Remuneration – Contractual payment of Rs. 18,000/- per month.

Position 2. Teacher Education Coordinator

Responsibilities:

- Will work closely with the Programme-in-Charge and the Project Director to design, plan and implement the Teacher Education activities of the ELI. This will include meeting with state governments and NGOs to design and develop ways to strengthen teacher education related to early language and literacy.
- Will contribute to the design of annual summer schools related to the ELI project.
- Will contribute to the teaching of early language and literacy courses at TISS-Hyderabad.

- Will contribute to the general functioning of the ELI project, including supervising RAs working on the project.

Educational qualification and work experience

- A Master's degree in Education/Social Sciences with minimum of 55 % of marks.
- The preference will be given to those have M.Phil/Ph.D. in the relevant field.
- 5-7 years of experience working in Teaching at NGO/Government spaces, with some experience working in the domain of teacher education.
- Interest in and knowledge of early language and literacy is highly desirable.
- Excellent English writing and communication skills, as well as good academic reading and writing skills.
- Experience with coordinating groups and managing group tasks.
- Ability to work cooperatively as a team member and to contribute to the ongoing activities of the Azim Premji School of Education.

Remuneration: Contractual payment of Rs. 45,000 to Rs.60,000 per month. The payment will commensurate with Educational qualification and work experience of the candidate.

Place of Posting – Hyderabad.

Recruitment Process:

1. CV and Cover Letter
2. Interview

Interested candidates are requested to send in their Cvs with covering letter justifying suitability to the post to eli@tiss.edu by 17th February 2018.

Project Leader