The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 46 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to practitioners committed to creating a just society through education, generation of knowledge and field action and invites interested persons located within and outside India to apply for the following positions at the Centre for Education Innovation and Action Research (CEIAR).

The Centre for Education Innovation and Action Research (CEIAR) is a new Centre at TISS Mumbai which is being established to engage with and promote innovation in school curriculum, teacher education and higher education curriculum and pedagogy. The Centre will incubate and promote innovations that will address the needs of India education and relevant to the developing world, and the innovative use of new technologies and media to raise quality and standards. Towards this the Centre will collaborate and engage with research, development, teaching and field action.

The Connected Learning Initiative (CLIx) is an innovative field action programme being launched by the CEIAR, to improve the professional and academic prospects of high schools students from underserved communities in India. CLIx incorporates thoughtful pedagogical design and leverages contemporary technology, including online capabilities, to provide quality educational content and experiences at scale. It embraces a clear focus on the areas of Mathematics, English and Science along with the development of Values and professional competencies to widen opportunities for Indian youth, enabling them to be successful in further academic studies or in the workforce, as well as prepare them for life-long learning. Teacher education is an integral part of the initiative with a view on capacity building. The initiative aims to reach a total of approximately 1,000 schools and 150,000 students and 3000 teachers in at least 3 states between 2015–2018. CLIx involves partnerships and collaborations with research and development institutions, and state governments. (Click here for additional information about the programme.)

Last date of application: May 12, 2015

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The posts will be on contract basis initially for a period of two years which may be extended for an additional year.

**Last date of Receipt of Application:** May 12, 2015 (online application only, see below).

**Interview:** The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted at Mumbai/ Bengaluru in the fourth week of May 2015.

**Application fee:** The application fee of Rs. 500/- be paid on-line. For SC/ST/PWD candidates the fee is not applicable. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

**Expected Date of Joining:** June 10, 2015

**Other Conditions:**
- The Institute reserves the right to not fill up the vacancies advertised.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- No queries or correspondence regarding issue of call letter for interview / selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- The institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA / DA is payable for appearing for the interview.

The candidates are requested to apply online through the link (Apply now) provided alongwith this advertisement on the Institute’s website [www.tiss.edu](http://www.tiss.edu).

The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

Administrative Officer (P)
TISS, Mumbai

[Apply Online]
[1] **Chief Operation Officer (COO)**

The COO will be the chief operations officer of the programme and will additionally be responsible for the field implementation aspect of the programme. The person will be required to interact with central and state governments and ensure that the programme receive adequate administrative and financial support from the centre/states. The COO will be the chief liaison for the field partners. The COO will also be overall responsible for HR and CL\texttimes administration.

**Key Job Responsibilities:**
- lead strategy development for the programme, articulating strategic vision to guide the programme, and developing operational plans in collaboration with the Programme Director.
- oversee the planning, implementation and evaluation of the programme activities towards the strategic direction of the programme.
- be responsible for hiring and managing the core team, establishing effective operational systems and overseeing all operations.
- oversee the implementation of the human resources policies, procedures and practices, including implementation of performance management systems, identifying staff capacity building needs and mentoring/coaching of staff, as appropriate.
- develop and manage critical relations with senior people at the central and state governments, leading the development of new partnerships or ensuring effective management of implementation partnerships.
- ensure that effective management systems are in place for the programme to continuously adapt and improve.
- responsible for administering the funds according to the approved budget and report effectively to the donor, in consultation with the Programme Director.
- other tasks as assigned by the Programme Director.

**Educational Qualification:** Post-graduate degree in Management/ Social Science/ Education, or equivalent from recognized institutions.

**Experience:**
- 10 years of development sector work and related areas
- Familiarity with Educational Technology projects will be an advantage

**Skills & Competencies:**
- Strong track record of successfully leading and managing large projects
- Strong strategic leadership skills
- Proven experience of influencing key stakeholders in the government and private sector.
- Excellent ability to communicate to multiple stakeholders, using a variety of media
- Strong people management skills, ability to monitor multiple streams of work and co-ordinate staff
- Ability and willingness to undertake extensive travel to implementation sites on a regular basis
- Highly motivated; strong analytical skills and ability to work under pressure
- Fluency in English, Hindi and other Indian languages

**Remuneration:** The gross annual remuneration for the position is Rs. 15 to 18 lakhs (1.25 Lakhs-1.5Lakhs per month). Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

**Location:** Mumbai/ Bengaluru, with frequent travel to implementation sites.
(2) Lead Technologist

The person will oversee and guide the technology requirements of CLIx and other initiatives of the CEIAR. This will include platform design and management, devices, connectivity and IT in the schools, classrooms and teachers, IT for collaboration, administration and project management etc. All IT and education technology matters of CLIx and CEIAR will be the responsibility of the Technology Lead.

Key Responsibilities:
- Work closely with TISS computing toward integration
- Work closely with GOI and other initiatives to realise maximum benefit of new technology provisions for all aspects of CEIAR’s work on the field.
- Oversee all technical programme details, including planning and coordination, implementation, execution, control and completion of the programme in different states.
- Guide the field technology teams to support the schools and the Computer Lab Assistants in each school to access technology based education opportunities of CLIx.
- Troubleshoot to diagnose equipment/system problems; conduct equipment repairs; clear computer errors resulting from hardware and/or software causes; advise selections of software programs for use.
- Communicate with vendors and to manage equipment support.
- Document operating procedures and emergency protocols as realized from the field.
- Researching products and software and inform ongoing activities about developments in the domain.
- Data backups, archive, and recovery
- Maintain and update trackers as part of ongoing monitoring for the programme

Qualifications: MSc IT, or Computer Science or equivalent, BTech, MBA or any other Management degree

Experience: 7-8 years of experience in technology projects

Skills & Competencies Required:
- Candidate must have a proven track record of maintaining all aspects of Computer Labs
- Must have experience in project management, development of telecommunication infrastructure projects or consolidations
- Strong ability to clarify and identify appropriate issues and risks to be mitigated to ensure project success
- Must have excellent written and oral communication skills
- Must have exceptional Open-Office or Libre-Office skills and experience with virtualization technologies like xen and cloud computing technologies like openstack and Amazon AWS
- Must have ability to work with new and exotic telecommunication equipment and software with little or no documentation
- Must be willing to undertake travel to implementation sites
- Knowledge of education technology will be an advantage

Remuneration: Gross annual remuneration of Rs. 6 to 7 lakhs (Rs 50000 per month onwards). Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

Location: Mumbai, with frequent travel to implementation sites.
(3) Assistant Technologist

The person will provide technological support CEIAR and in particular will be involved in data management and website, etc.

Key Responsibilities:
- Provide support to project management, administration, research and documentation at the central and state levels.
- Maintaining and updating research softwares and packages based on programme requirements
- Provide support to R & M team to develop instruments
- Collation and support for analysis of data collected under the programme
- Communicate directly with vendors to manage equipment support
- Provide technical support to field teams, Computer Lab Assistants etc in the area of computer operations and maintenance
- Assist the Lead Technologist in carrying out various tasks.

Qualifications: Btech/MSc/MCA with computing

Experience: 2-3 years of experience in data management projects

Skills & Competencies Required:
- Candidate must have a proven track record of data management and information management.
- Must have excellent written and oral communication skills.
- Must have ability to work with research software.
- Must be willing to undertake extensive travel to implementation sites.
- Web design and administration experience

Remuneration: Gross annual remuneration of Rs. 3 to 6 lakhs (25000 per month upwards). Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

Location: Mumbai, with frequent travel to implementation sites.
Research Associate/Research Assistant

(Research -1; Mathematics Education / Science Education /English Language Education /Life Skills Education -3)

(4) Research
CLIX involves field action research including summative and formative, impact evaluation and thematic research. RA (Research will be expected to assist all aspects of research.

Key Responsibilities:
- literature review, preparing bibliographies, preparing data collection tools, sampling, data analysis, and report writing.
- monitoring involving the use of digital tools and online technology platforms.
- preparation of the research tools, piloting and conducting research at field sites
- organisation and the conduct of orientation/ training for implementation partners and field teams based on capacity needs.
- interacting with and supporting the field research teams as and when required
- preparing reports and communication of research
- work closely with documentation team

Qualifications: Post-graduate in Social Sciences/ Development Studies or equivalent from recognized institutions.

Experience: five years of relevant experience of having worked on research projects,

Skills & Competencies Required:
- Ability to meet deadlines and work on a range of research tasks
- Prepare drafts of research tools
- Prepare drafts of reports
- Use of research softwares
- Good writing skills
- Ability to work in teams
- Design and conduct training on research
- travel to field locations as and when required

Remuneration: Rs. 4to 6 lakhs (starting about 30,000 per month upwards). Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

Location: Mumbai/ Bengaluru, with frequent travel to implementation sites.
CLIx involves the integration of Lifeskills and values into all curricular offerings for students and teachers (INSET). RA (Life skills) will expect to bring expertise on lifeskills curriculum/life skills evaluation and assessment in all curricular domains.

**Key Job Responsibilities:**
- provide life skills inputs to curricular offerings across all domain areas by working closely with design and development teams
- develop testing and assessment materials for life skills across domain areas
- develop modules and inputs on lifeskills/values education and integration in teacher education programmes.

**Key Job Responsibilities:**
- Development of mathematics/science/English curricular offerings integrating education technology suitable for high school students
- Design assessment for students/teachers
- Contribute to and undertake relevant research
- Development of mathematics/science/English education modules for teachers (teacher professional development, INSET)

**Skills & Competencies:**
- teaching experience/developing workshops, trainings and or instructional materials in life skills
- knowledge of educational technology, curriculum design and enthusiasm for the use of technology
- ability and willingness to undertake travel to implementation sites on a regular basis
- fluency in English, Hindi and other Indian languages

**Educational Qualification:**
1. Good academic record with at least 55% of the marks or an equivalent grade of ‘B’ in the 7/10 point scale at the Master’s Degree level from an Indian University, or an equivalent degree from an accredited foreign university. A relaxation of 5% will be provided from to 50% of the marks at the Master’s level for the SC/ST category candidates, and to the Ph.D. Degree holders who have passed their Master’s Degree prior to 19th September 1991.

2. For position
   (5) MA/Mphil in Psychology/Guidance & Counselling/ Child Development/Education from recognized institutions.
   (6,7) For positions (6 to 8) BSc/MSc (mathematics/science)/BTech with/without BEd/MEd/MA/Mphil/PhD Education
   (8) MA English with/without BEd/MEd/MA/Mphil/PhD Education

**Remuneration:** Rs. 4 to 6 lakhs (starting about 30,000 per month upwards). Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

**Location:** Mumbai/ Bengaluru, with frequent travel to implementation sites.
(8) Statistician

The person will be responsible for providing support to the research projects in the CEIAR and to the evaluation studies for CLIx.

Key Responsibilities:
- Design sampling
- Guiding, developing and implementing statistical tools, data analysis of large scale data generated in the study and preparing reports from time to time
- Organisation and the conduct of orientation/ training for implementation partners and field teams based on capacity needs
- Preparing various data outputs
- Manage research data

Qualifications:
M.Sc in Statistics/ Applied Statistics or MA/MSc Economics with knowledge of econometrics/ MA/MSc Psychology with specialisation in psychometry.

Experience:
- 5 years’ experience in handling large social science research projects, of experimental/quasi-experimental nature

Skills & Competencies Required:
- Applicants should have the experience of using various statistical packages, tools and platforms for data analysis
- Applicants should be competent to work with both quantitative and qualitative data
- Applicants must be willing to undertake extensive travel to implementation sites
- Demonstrated past experience and competency of handling large social science research projects involving experimental and quasi experimental designs
- Proficiency in using various statistical packages, particularly the open source software for data analysis
- Ability to work in a diverse multidisciplinary team and bring on board relevant expertise
- Ability to respond to emerging requirements of the project related to data.

Remuneration: Gross Rs. 4to 6 lakhs. Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

Location: Mumbai/ Bengaluru, with occasional travel to implementation sites.
**(9-11) Field Action Research Fellows**

CLix involves large scale field implementation where CEIAR may work directly or in collaboration with partners. Field Action Research Fellows will support implementation and research and monitoring in field sites, and will be based mostly in one or more field location with frequent travel.

**Key Job Responsibilities:**
- work closely with COO to support the process of field implementation
- technology support
- manage the daily programme activities at the state level. This will include field testing and implementation of curricular offerings, research and monitoring and documentation.
- hand-holding the state level implementation agencies, trouble shoot etc
- work closely with the local ecosystem (educational institutes, volunteers, resource groups) and facilitate their involvement in the programme.
- documenting field interventions and internal communications
- co-ordinate/ organizing orientation/programs, as necessary

**Qualifications:** Post-graduates in Education/ Development Studies/ Social Work or equivalent from recognized institutions.

**Experience:**
- Field experience--working with schools and teachers.
- Experience in working with field teams involving coordination etc,

**Skills & Competencies:**
- Knowledge of field issues in education and familiarity with technology use in education
- Excellent written and verbal skills in English Fluency in Hindi and other Indian languages
- Self-motivation and ability to multi-task and deal with stressful situations
- Ability to undertake extensive travel and for extended periods of time
- Ability to support field teams and partners
- Knowledge and familiarity with technology
- Interest in large scale reform processes and development

**Remuneration:** Gross annual remuneration for the position is in the range of Rs. 3 to 4 lakhs (starting 30,000 per month).

**Location:** Rajasthan/Telangana/Chhatisgarh/Mizoram(or North-Eastern states), with frequent travel to intervention districts, Mumbai and Bengaluru.
(12-13) Centre Manager/Office Administrator—2 positions

This position will ensure the efficient day-to-day operation of the Centre Mumbai office, and support the work of faculty and Centre team based in Mumbai/Bangalore.

Key Job Responsibilities:
- Make travel, meeting and other arrangements for staff, and provide support in terms of background material and follow-up
- Responsible for filing/retrieval and managing of documents and back-up of electronic files
- Maintain travel and leave records
- Support in review of invoices and preparation of financial statements
- Prepare and send outgoing faxes, mail, and courier
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Assist with financial and programme reports as required
- Coordinate the maintenance of office equipment
- Manage accounts
- Provide secretarial assistance to the COO/Programme Director

Qualifications: Graduate from a recognized institution.

Experience: Minimum of five years’ experience in general administrative work.

Skills & Competencies:
- Knowledge of office procedures
- People skills
- Fluency in written and verbal English
- Proficiency in word processing, spread sheets and internet research abilities
- Proficiency in the use of office equipment

Remuneration: Gross annual remuneration for the position is in the range of Rs. 3 to 4 lakhs per annum (starting about 25,000 per month), based on experience and profile.

Location: Mumbai/Bangalore