



TATA INSTITUTE OF SOCIAL SCIENCES

VN Purav Marg, Deonar, Mumbai, 400 088

(A Deemed to be University under Section 3 of the UGC Act, 1956)

ADVT/ TISS/ADMN/CETE/January/2024

9th January 2024

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 54 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 34 Bachelor of Vocational degree programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The **Centre of Excellence in Teacher Education (CETE)** (formerly Centre of Education, Innovation and Action Research) is an Independent Centre at TISS Mumbai which was established in 2015 to engage with and promote innovation in the school curriculum, teacher education, and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that address the need to raise quality and standards relevant to the developing world and the innovative use of new technologies and media. The Centre was awarded the UNESCO-King Hamad Prize for Excellence in the Use of ICTs in Education in 2018. The Centre is actively engaged in research, development, teaching, field action/action research, and advocacy and offers opportunities for national and international collaboration, innovation, and excellence in teaching and research. The Centre offers MA Education, BEd MED (Integrated, NCTE recognised) and Ph.D. in Education. It offers short-term, blended and online courses and programmes for teachers and teacher educators, and education administrators (www.tissx.edu). The Centre is active in research and is engaged in collaboration with national and international academic institutions. The Centre is the recipient of seed funding from the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, and the Tata Trusts and receives support from CSR and foundations to achieve its objectives

CETE invites applications for non-teaching positions to be filled on a contract basis (Candidates may apply for multiple positions as per qualifications, experience and Interest):

Summary of the Positions:

S. No.	Non-Teaching Positions	No. of Position	Location
Post Doctoral Fellow/Sr. Research Associate			
1.	English	01	Mumbai
2.	Innovative Financing	01	Mumbai
Subject Specialist			
3.	Social Sciences (Geography, Psychology or Economics)	01	Raipur
4.	Science (Physics)	01	Raipur
Research Associate/ Resource Person/ Research Assistant			
5.	Teaching Aptitude	03	Delhi
6.	Research and Critical Thinking	03	Delhi
7.	Mapping and Visualization	03	Delhi
8.	Legal Studies/Education	01	Delhi
9.	Social Sciences	01	Mumbai
10.	Teacher Professional Development	02	Raipur
Monitoring & Evaluation Associates/Project Associates/Implementation Coordinator			
11.	Monitoring & Evaluation Associate	02	Raipur
12.	Project Associate - Content Creation / Training Delivery	05	Raipur
13.	Implementation Coordinator	28	One position in each Districts of Chhattisgarh
Project Manager			
14.	Monitoring and Engagement	01	Mumbai
15.	Field Implementation and TPD	01	Chandigarh
Graphic Designing			
16.	Graphic Designer	01	Mumbai
Technology			
17.	Technologist (Technology Management)	01	Raipur
Admin/Finance			
18.	Finance Executive	01	Mumbai
19.	Admin Executive	01	Raipur

20.	Office Assistant	01	Raipur
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Details of positions are provided separately below.

How to apply:

Application process and interview

- (a) Candidates are requested to fill the application form <https://bit.ly/CETE-TISS-Application-NTS-Jan2024> and after submitting the form to take a screenshot and send the same to cete.recruitment@tiss.edu If you have any questions regarding the positions, please email vijay.jathore@tiss.edu, mahesh.ghule@tiss.edu and sudheer.reddy@tiss.edu.
- (b) Candidates are requested to write the position name in the subject line of email while sharing the above-mentioned documents.
- (c) Short-listed candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills.
- (d) Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai.

Other conditions

- The Institute reserves the right to relax the qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.
- The Institute reserves the right to invite persons for interview who may not have applied as per the above procedure and not fill up the vacancy 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 an interview.
- The post is unreserved, but candidates belonging to reserved category can apply. No queries or correspondence regarding the 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 candidate under employment must bring a 'No Objection Certificate' from their employer to appear for a presentation/interview
- No TA/DA is payable for appearing for the interview.
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
- The job title and the number of positions might be changed and increased as per the requirement of the center's projects at the time of the recruitment process.

Last date to receive applications: 24 January 2024

Tentative dates for interview: 29 January to 15 February 2024

Suggested date of joining: Selected Candidates are expected to join within 15 days of their selection

s/d-
Chairperson, CETE

Detailed description of the positions

Post Doctoral Fellowship (PDF) /Senior Research Associate

1. English - One Position

The person will be expected to assist the English domain team in the Critical Humanities and Social Sciences (CHASS) Research Group - Student Offerings, Pre-service Teacher Development and Teacher Professional Development.

Key Responsibilities

- Assist in all aspects of curriculum design, including ideation, creation of content and assessment for students, student-teachers and for teachers in long-term programmes (LTP), continuing education (short-term) programmes (CEP/STP) and projects anchored by Language / CHASS research group
- Create and curate relevant 'Open Source' resources for student and Teacher Professional Development courses being offered by CETE in the Long term and Continuing Education (Short Term) programmes and related summer/winter schools and workshops anchored by the Language / CHASS research group
- Assist in teaching courses offered under the long-term programmes.
- Help build and sustain communities of practice within the larger CETE Student ecosystem by using technology effectively
- Coordinate with other teams such as Communications, Partnerships, PMU, Research, CEP/STP and Technology on various aspects (technical, pedagogical and research)
- Travel to field sites for research
- Assist in all aspects of research related to the programmes /projects in the Language and Humanities domain
- Draft and write reports and literature reviews
- Source and index research papers

Qualifications

- **For PDF:** Applicants must hold a PhD in English or Education (in English Language Teaching /English Studies) and hold a post-graduation degree in MA English. Specialisation in English Language Teaching and/or an additional degree in Education will be preferred.
- **For Senior Research Associate:** Applicants must hold degrees in BA in English and an MA in English. Specialisation in English Language Teaching will be preferred. Applicants with an additional degree of Education and/or MPhil in English and/or those pursuing PhD will be preferred.

Experience

- Two to three years of relevant experience of having worked on research and/or content development projects and/or teaching experience.
- Two to three years experience of working with teachers and conducting training sessions at higher education levels or for professionals will be preferred.
- Experience in creating and curating OERs for student and teacher learning
- Preparing lesson plans and creating Teaching Learning Materials (TLMs) and handbooks.
- Experience in independently handling tasks with tight deadlines and with attention to detail.
- Experience in drafting research papers and reports.
- Teaching experience in English to middle/high school students.

- Experience in classroom and school observation with reference to lesson planning and performance review.

Skills and competencies required

- Ability to brainstorm and ideate for technology and media interface for curriculum development.
- Ability to meet deadlines and work on a range of tasks.
- Must have C1/C2 level proficiency in English
- Must have B1/B2 level proficiency in Hindi.

Duration of Engagement: One year (extendable based on project needs and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 55,000/- to Rs. 80,000/-** per month, commensurate with qualification and experience

Location: Mumbai

2. Innovative Financing - One Position

You will work with Innovative Financing for Education team, and the faculty at CETE and assist with research in the area of education finance and education policy.

Key Responsibilities

- Participate in and support all stages of the research process, including and not limited to, tool design, data collection and management, compliance with ethical standards, data analysis, writing, and dissemination
- Participate in regular meetings with PI/Co-PIs, and international research partners, including those happening outside working hours/other time-zones with international team members
- Support the PI/Co-PI in the administrative management of the project
- Participate and contribute to the research, teaching, outreach activities, and events of CETE, in suggested by PI/Co-PI

Qualifications

- Post-graduate in Education, Economics, Development Studies, Business, Public Policy, Statistics, or equivalent field/discipline
- Strong background in evaluation, using qualitative/ quantitative/mixed methods research and in using software/tools for data analysis and data visualisation
- Experience in working on large-scale research projects, or private sector, or philanthropies preferred
- Proven experience in writing research documents and reports

Desired Profile/Skills:

- Ability to work in a fast-paced and highly demanding environment
- Ability to work in diverse teams, self-driven, attention to detail
- Ability to manage time, and openness to learning

Duration of Engagement: One year (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 60,000/- to Rs. 70,000/-** per month, commensurate with qualification and experience.

Location: Mumbai with occasional travel to field sites.

Subject Specialist

3. Social Sciences (Geography, Psychology or Economics) - One Position

TISS has been awarded the prestigious World Bank-funded project titled Chhattisgarh: Accelerated Learning for a Knowledge Economy Operation (CHALK) for providing technical support to SCERT, Chhattisgarh in the area of In-Service Teacher Professional Development (TPD).

The Subject Specialist will report to the Programme Manager for Flexible Teaching Plans and closely work with the Implementation Lead and Co-PI and Project Director.

Key Responsibilities

- Develop flexible teaching plans for Grades 6-12 mapped to Chhattisgarh government school syllabus across 3 years.
- Assist in developing teacher education modules and school complex academic leadership modules.
- Liaise with fellow Subject Specialists to complete the deliverables.
- Engage in classroom observations and write reports.
- Conduct workshops.
- Help build and sustain communities of practice within the larger teaching community across Chhattisgarh by using technology effectively.
- Coordinate with other teams such as Communications, PMU, Subject Specialists, Research, Technology and CETE Faculty on various aspects (technical, pedagogical and research)
- Travel to field sites for research.
- Assist in all aspects of research related to the programmes /projects in the CHALK-TPD.
- Draft and write reports and literature reviews.
- Source and index research papers.

Skills and competencies required

- Ability to brainstorm and ideate for technology and media interface for curriculum development.
- Ability to meet deadlines and work on a range of tasks.
- Must have B1/B2 level proficiency in English
- Must have B1/B2 level proficiency in Hindi.

Qualifications and Experience:

- Post-graduate degree in a relevant discipline (Economics / Geography / Psychology or a related Social Science field)
- A Graduate degree in education (BEd)
- At least 5-6 years of relevant experience teaching in a classroom (preferably in a government-managed school) is essential

Duration of Engagement: One year (extendable based on project needs and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 45,000 to Rs. 80,000/-** per month commensurate with qualification and experience.

Location: Raipur, Chhattisgarh

4. Science (Physics) - One Position

The Subject Specialist will report to the Programme Manager for Flexible Teaching Plans and closely work with the Implementation Lead and Co-PI and Project Director.

Key Responsibilities

- Develop flexible teaching plans for Grades 6-12 mapped to Chhattisgarh government school syllabus across 3 years.
- Assist in developing teacher education modules and school-complex academic leadership modules.
- Liaise with fellow Subject Specialists to complete the deliverables.
- Engage in classroom observations and write reports.
- Conduct workshops.
- Help build and sustain communities of practice within the larger teaching community across Chhattisgarh by using technology effectively.
- Coordinate with other teams such as Communications, PMU, Subject Specialists, Research, Technology and CETE Faculty on various aspects (technical, pedagogical and research)
- Travel to field sites for research.
- Assist in all aspects of research related to the programmes /projects in the CHALK-TPD.
- Draft and write reports and literature reviews.
- Source and index research papers.

Skills and competencies required

- Ability to brainstorm and ideate for technology and media interface for curriculum development.
- Ability to meet deadlines and work on a range of tasks.
- Must have B1/B2 level proficiency in English
- Must have B1/B2 level proficiency in Hindi.

Qualifications and Experience:

- Post-graduate degree in a relevant discipline (Physics or a related Science field)
- A Graduate degree in education (BEd)
- At least 5-6 years of relevant experience teaching in a classroom (preferably in a government-managed school) is essential

Duration of Engagement: One year (extendable based on project needs and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 45,000 to Rs. 80,000/-** per month commensurate with qualification and experience.

Location: Raipur, Chhattisgarh

Research Associate/ Resource Person/ Research Assistant

5. Teaching Aptitude - Three Positions

You will work closely with the Curriculum Team of the World of Work Project at CETE-TISS to develop modules, contents, handbooks and resources, and teach them in Senior Secondary grades at the Delhi Schools of Specialized Excellence run by the Government of NCT of Delhi.

Key Responsibilities

- Research (primary and secondary) to support the development of modules for the project
- Ideate, Strategise and Develop Lesson Plans, Unit Plans, Assessment items and Student Handbooks for the World of Work Curriculum
- Act as a medium of communication between the school and the team
- Ensure timetable and resource allocation in schools as required by the curriculum
- Ensure the timely implementation of curriculum elements in all allocated schools in Delhi
- Document the positive/negative feedback from the field and relay to the project/curriculum development teams
- Document challenges and suggestions for improvement
- Liaise with relevant industry experts for inputs, master classes, internships, industry plan and general guidance

Requisite Profile/Skills

- Have an in-depth understanding of educational theories and philosophies, contemporary curricular challenges, pedagogy, child psychology, educational research trends and gaps, and educational policy provisions
- Work experience in the area of teaching / teacher education / education / pedagogy / curriculum development
- Experience of teaching senior grades / adolescents especially in social sciences and humanities (preferred)
- An understanding of pedagogical approaches for senior grades (desirable)
- An ability to leverage technology in everyday work and the classroom
- Excellent communication and collaboration skills
- Mentoring and supervising experience

Qualification & Experience

- Post Graduation in Education: Masters in Education / MA - Education
- Undergraduate degree in any humanities discipline - B.El.Ed./B.Ed. preferred
- Minimum 2-3 years of total work experience

Duration of Engagement: 2 years (extendable based on project needs and performance)

Remuneration: Gross monthly remuneration for the position will be in the range of **Rs. 40,000/- to Rs. 70,000/-** per month, commensurate with qualification and experience

Location: Delhi, India

6. Research and Critical Thinking - Three Positions

You will work closely with the Curriculum Team of the World of Work Project at CETE-TISS to develop modules and deliver the same in Senior Secondary grades at Delhi Schools of Specialized Excellence run by the Government of NCT of Delhi.

Key Responsibilities

- Research (primary and secondary) to support the development of modules for the project
- Ideate, Strategise and Develop Lesson Plans, Unit Plans, Assessment items and Student Handbooks for the World of Work Curriculum
- Act as a medium of communication between the school and the team
- Ensure timetable and resource allocation in schools as required by the curriculum
- Ensure the timely implementation of curriculum elements in all allocated schools in Delhi
- Document the positive/negative feedback from the field and relay it to the project/curriculum development team
- Document the challenges and suggestions for improvement
- Liaise with the relevant industry experts for inputs, master classes, internships, general guidance

Requisite Profile/Skills

- Have an in-depth understanding of data analytics and data generation process in the context of humanities and social science research
- Work experience in the area of data analytics and data science with reference to humanities and social science research
- Experience in teaching senior grades/adolescents, especially in social science research, data analytics and related disciplines
- Experience in social science/education/legal/media research - or other streams of social science research
- An understanding of pedagogical approaches for senior grades (desirable)
- An ability to leverage technology in everyday work and the classroom
- Excellent communication and collaboration skills
- Mentoring and supervising experience

Qualifications & Experience

- Ph.D. in Research Methodology, Social Science, OR
- Masters in Research Methodology, Social Science with experience in Research
- Minimum 1-2 years of total work experience

Note: Candidates with experience in research and data analytics (social science and humanities research) will be preferred

Duration of Engagement: 2 years (extendable based on project needs and performance)

Remuneration: Gross monthly remuneration for the position will be in the range of **Rs. 40,000/- to Rs. 70,000/-** per month, commensurate with qualification and experience.

Location: Delhi, India

7. Mapping and Visualization - Three Positions

You will work closely with the Curriculum Team of the World of Work Project at CETE-TISS to develop modules and deliver the same in Senior Secondary grades at Delhi Schools of Specialized Excellence run by the Government of NCT of Delhi.

Key Responsibilities

- Research (primary and secondary) to support the development of modules for the project
- Ideate, Strategise and Develop Lesson Plans, Unit Plans, Assessment items and Student Handbooks for the World of Work Curriculum
- Act as a medium of communication between the school and the team
- Ensure timetable and resource allocation in schools as required by the curriculum
- Ensure the timely implementation of curriculum elements in all allocated schools in Delhi
- Document the positive/negative feedback from the field and relay to the project/curriculum development team
- Document the challenges and suggestions for improvement
- Liaise with the relevant industry experts for inputs, master classes, internships, general guidance

Requisite Profile/Skills

- Have an in-depth understanding of Mapping / Geo-Information Systems along with socio cultural and economic aspects related to mapping
- Work experience in the area of Urban Planning / Archaeology / Map Curation and Creation / Environmental Science / Geology / Forestry / Cartography and other related fields/disciplines
- Experience of teaching senior grades / adolescents especially in social sciences and humanities (preferred)
- An understanding of pedagogical approaches for senior grades (desirable)
- An ability to leverage technology in everyday work and the classroom
- Excellent communication and collaboration skills
- Mentoring and supervising experience

Qualification & Experience

- Masters in Geoinformatics / Geology / Geography / Climate Science preferably along with a B.Ed. or any other Education degree or equivalent
- Minimum 1-2 years of total work experience

Duration of Engagement: 2 years (extendable based on project needs and performance)

Remuneration: Gross monthly remuneration for the position will be in the range of **Rs. 40,000/- to Rs. 70,000/-** per month, commensurate with qualification and experience

Location: Delhi, India

8. Legal Studies/Education - One Position

The role will work closely with the Curriculum Team of the World of Work Project at CETE-TISS to develop modules and deliver the same in Senior Secondary grades at Delhi Schools of Specialized Excellence run by the Government of NCT of Delhi.

Key Responsibilities

- Research (primary and secondary) to support the development of modules for the project
- Gather inputs from the field and incorporate them into modules working along with the team
- Act as a medium of communication between the school and the tea
- Ensure timetable and resource allocation in schools as required by the curriculum
- Ensure the timely implementation of curriculum elements in all allocated schools in Delhi
- Document the positive/negative feedback from the field and relay to the project/curriculum development team
- Document the challenges and suggestions for improvement
- Liaise with the relevant industry experts for inputs, master classes, internships, general guidance

Desired Profile/Skills

- Experience of teaching senior grades / adolescents especially in social sciences and humanities (preferred)
- An understanding of pedagogical approaches for senior grades
- Must be able to leverage technology in everyday work and the classroom
- Excellent communication and collaboration skills
- Mentoring and supervising experience
- A good understanding of Constitutional Law and legal processes of India
- Work in the area of Legal Services / Law Practice

Qualifications and Experience

- Masters in Education / Public Policy / Policy Studies / Development Studies / Social Work or Legal Studies / Law/ & / OR related fields
- 1-2 years of experience

Duration of Engagement: Two years (extendable based on project needs and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 40,000/- to Rs. 70,000/-** per month, commensurate with qualification and experience

Location: Delhi, India

9. Social Sciences - One Position

The person will be expected to assist the Social Sciences domain in the Critical Humanities and Social Sciences (CHASS) Research Group, including but not limited to Student Offerings, Pre-service Teacher Development and Teacher Professional Development.

Key Responsibilities

- Assist in all aspects of curriculum design, including ideation, creation of content and assessment for students, student-teachers and for teachers in long term programmes (LTP), continuing education (short term) programmes (CEP/STP) and projects anchored by the Social Sciences / CHASS research group.
- Create and curate relevant 'Open Source' resources for student and Teacher Professional Development courses being offered by CETE in the Long-term and Continuing Education (short-term) programmes and related summer/winter schools and workshops anchored by the Social Sciences / CHASS group.
- Assist in teaching courses offered under the long term programmes.
- Help build and sustain communities of practice within the larger CETE Student ecosystem by using technology effectively.
- Coordinate with other teams such as Communications, Partnerships, PMU, Research, CEP/STP and Technology on various aspects (technical, pedagogical and research)
- Travel to field sites for research.
- Assist in all aspects of research related to the programmes /projects in the Critical Humanities and Social Sciences domain.
- Draft and write reports and literature reviews. Source and index research papers.

Qualifications

- Applicants must hold degrees at graduation and postgraduation in a humanities subject (History/ Political Science/ Literature/ Sociology/ Philosophy/ Psychology/ Journalism/ Media and Culture Studies/ Law) is also necessary. Applicants with an additional degree of Education (MA Education / MEd) and/or MPhil and/or those pursuing PhD in Social Science related fields or Education will be preferred.

Experience

- Two to three years of relevant experience having worked on research and/or content development projects and/or teaching experience.
- Two to three years experience of working with teachers and conducting training sessions at higher education levels or for professionals will be preferred.
- Experience in creating and curating OERs for student and teacher learning
- Preparing lesson plans and creating Teaching Learning Materials (TLMs) and handbooks.
- Experience in independently handling tasks with tight deadlines and with attention to detail.
- Experience in drafting research papers and reports.
- Teaching experience in English to middle/high school students.
- Experience in classroom and school observation with reference to lesson planning and performance review.

Skills and competencies required

- Ability to brainstorm and ideate for technology and media interface for curriculum development.
- Ability to meet deadlines and work on a range of tasks.
- Must have B2/C1 level proficiency in English and Hindi

Duration of Engagement: One year (extendable based on project needs and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 35,000/- to Rs. 55,000/-** per month, commensurate with qualification and experience

Location: Mumbai

10. Teacher Professional Development – Two Positions

The Research Assistant will collaborate closely with the Teacher Professional Development team, focusing on research in the areas of School Complex leaders, Teacher Competency Matrix, and Support in Training Need Diagnostic Study.

Key Responsibilities

- Ensuring the implementation of the pilot in accordance with the research design.
- Anchor project documentation and write reports.
- Design and lead data collection activities with support from Field Coordinators.
- Identify and mine secondary data sources
- Conduct data cleaning and management, analyze data, and draw inferences.
- Review and vet project datasets, maintaining an efficient data documentation system.
- Collaborate with the M&E manager and associate to assist in analyzing qualitative and quantitative data.
- Liaise with the project team members by providing necessary statistics.
- Assist in documenting data collection efforts and preparing documents and presentations for policy memos.
- Work closely with the Leadership team to develop memos, presentations, and other communication materials related to research.

Desired Profile/Skills

- Ability to work in a fast-paced and demanding environment.
- Capability to work in diverse teams, self-driven, with attention to detail.
- Effective time management skills and openness to learning.
- Willingness to travel to districts, blocks, and schools in Chhattisgarh.
- Proficient in English and Hindi both written and spoken.

Qualifications and Experience

- Postgraduate degree in Education/public policy/social sciences, or any relevant discipline with a minimum of 5 years of experience of working in TEIs.
- Strong quantitative and qualitative research skills.
- Working knowledge of data analysis tools is a must.

Duration of Engagement: One Year (Extendable for 2 years based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 35,000/- to Rs. 55,000/-** per month (all inclusive), commensurate with qualification and experience.

Location: Raipur, Chhattisgarh

Monitoring & Evaluation Associate/Project Associates/Implementation Coordinator

11. Monitoring and Evaluation Associate - Two Positions

Monitoring and Evaluation Associates will closely collaborate with the Program Manager-Monitoring and Evaluation to undertake day-to-day monitoring and evaluation work.

Key Responsibilities

- Aid design of implementation and monitoring of project deliverables.
- Develop monthly, quarterly, or annual reports based on deliverables.
- Disseminate evaluation findings and project results to stakeholders.
- Conduct program analysis of TPD monitoring processes.
- Manage knowledge and track best practices in Government and Non-State Actors related to TPD Delivery Services.

Desired Profile/Skills

- Knowledge of major quantitative and qualitative monitoring methodologies.
- Extensive knowledge in (quasi-) experimental program evaluation designs.
- Proficiency in Windows Excel and/or Statistical Software (SPSS, STATA, R and such).
- Advanced skills in data analysis presentation and report writing.
- Proficiency in both English and Hindi, both written and spoken.

Qualification and Experiences

- Postgraduate or equivalent in economics/public policy/statistics or related discipline.
- Minimum 2 years of relevant experience in concurrent monitoring and periodic evaluation of large-scale education sector interventions.

Duration of Engagement: One Year (Extendable for 2 years based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 45,000/- to Rs. 65,000/-** per month all inclusive, commensurate with qualification and experience.

Location: Raipur, Chhattisgarh

12. Project Associates - Content Creation / Training Delivery - Five Positions

Project Associates will closely work with the Program Manager-in-service capacity development to design frameworks, content, and delivery mechanisms for capacity development programs.

Key Responsibilities

- Support the development of methodology, frameworks, and tools for diagnostic and self-assessment.
- Develop learning resources for SCERT, DIET faculty on specific subjects.
- Conduct orientation and capacity-building sessions for SCERT/DIET/SRGs.
- Develop high-quality content for teacher training programs.
- Work on content hosting and delivery technology platforms such as DIKSHA.

Desired Profile/Skills

1. Advanced proficiency in Hindi and English with superior editing skills; working knowledge of Chhattisgarhi languages is an advantage.
2. Familiarity with teacher professional development context and national education policies.
3. Highly proficient in tech-based education tools and learning management systems.

Qualification and Experiences

- Graduate or equivalent degree in education, social sciences, management, or related discipline. Postgraduation in languages/Mathematics/Social Sciences / Social Sciences /education or related disciplines will be preferred.
- Minimum 3 years of relevant experience in grassroots level implementation, management or design and delivery of large-scale teacher professional development interventions.
- Minimum three years of experience in the delivery of training under multi-tiered cascade models.

Duration of Engagement: One Year (Extendable for 2 years based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 45,000 to Rs. 65,000/-** per month, commensurate with qualification and experience.

Location: Raipur, Chhattisgarh

13. Implementation Coordinator - 28 Positions

Implementation Coordinators will closely collaborate with DIETs and District Education Officials to manage the day-to-day implementation of the Program.

Key Responsibilities

- Ensure efficient coordination with District Education offices and DIETs.
- Supervise and oversee the work of District field staff, optimizing their productivity.
- Develop and implement training plans and activities in consultation with the Program Manager
- Liaise with select district officials to support smooth project implementation.
- Ensure regular meetings with state and DIET officials and non-state actors to update them on project progress.

Desired Profile/Skills

- Good understanding and knowledge of the district system in India and government setup.
- Strong liaison skills with government counterparts, technical associations, and partner organizations in Chhattisgarh.
- Proficient in Word, Excel, and PowerPoint.
- Proficiency in English writing and oral skills, including project documentation.
- Highly proficient in Hindi in both spoken and written forms. Familiarity with Chhattisgarhi dialects, in addition, will be preferred.

Qualification and Experiences:

- Postgraduate or equivalent degree in education or related discipline.
- Familiarity with Gondi and its dialectical variations; knowledge of multilingualism is advantageous.
- Minimum 2 years of relevant experience in teacher training content creation and instructional design.

Duration of Engagement: One Year (Extendable for 2 years based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 40,000/- to Rs. 55,000/-** per month, all inclusive, commensurate with qualification and years of experience.

Location: Districts of Chhattisgarh

Project Manager

14. Monitoring and Engagement

The role will work with faculty/PI/Co-PIs to anchor the project management and tracking of the various field-level and partner-funded projects at the Centre.

Key Responsibilities:

- The person will be responsible for mapping and managing the key details of all projects (current and past) of the centre
- She/he will be responsible to work closely with the project teams and the Project leaders to track the status of projects. He will be expected to map the project deliverables, milestones and funding schedule and actively track the same
- She/he will be expected to provide feedback to the project leaders on gaps in the schedules and document resolution on the same
- She/he will closely work with finance team to ensure timely generation of invoices as per schedule and track the inflows on the same with the project team
- She/he is expected to proactively plan monthly meetings with each project team and share an updated project tracker with Center Chair for review
- The role may extend to client facing engagement based on the candidates experience and performance.

Qualifications:

- Minimum qualification graduate in any discipline (preferred with a management or project management education)
- A flair for numbers, attention to detail, and skills for diligent follow-up with project teams
- Proficiency in Windows xls
- 5-7 years of project management experience from a banking/ financial management background or CSO's project management staff.
- Ability to work with multiple stakeholders and teams
- Good communication skills

Duration of Engagement: One Year (Extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 50,000/- to Rs. 70,000/-** per month, all-inclusive, commensurate with qualification and years of experience.

Location: Mumbai

15. Field Implementation and TPD

The centre engaged with the Boston Consulting Group (BCG) to develop a course for School Education (Career Readiness) for Grades 11 and 12 for the Punjab Vocational Education Project. This is a path-breaking engagement and will hopefully create a benchmark to address the current gap to prepare the students looking to pursue a vocation after high school with the right set of skills and knowledge to smoothen the school-to-work transition.

The role will work closely with the Project Director to achieve the project goals. Planning and monitoring the project, coordinating with all stakeholders, ensuring timelines are met with, preparing reports and successfully ensuring all deliverables are attained.

Responsibilities

- Responsible for state-level engagement of the program with all stakeholders (funder, partner and state officials)
- Facilitate TPD for the course with select group of teachers to train them to deliver the course and further train other teachers as required

Qualifications and Experience

- Graduate/Post graduate in Education/Social Sciences/Development studies with 3-5 years of experience in Education programs.
- Experience working with teachers and conducting TPD interventions/programs
- Experience in stakeholder/program management at state level

Duration of Engagement: One Year (Extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 50,000/- to Rs. 70,000/-** per month, all-inclusive, commensurate with qualification and years of experience.

Location: Chandigarh, Punjab

Graphic Designing

16. Graphic Designer - One Position

The role will work with faculty/PI/Co-PIs/ staff to design print materials for teacher capacity-building projects at the centre.

Key Responsibilities

- Define visual design principles
- Design aesthetically appealing lesson plan templates
- Conduct user testing of design and ensure usability of design
- Create infographics to convey complex information
- Design and layout various print materials, including worksheets, handouts and other instructional documents
- Design project-related promotional material

Desired Profile/Skills

- Ability to grasp complex educational concepts and represent them visually
- Proficiency in graphic design software like InDesign, Canva, Adobe, etc.
- Ability to create visual narratives
- Ability to train others on visualisation and the use of open source software for creating basic designs

Qualifications and Experience

- Bachelor's or Master's Degree in Design
- Two to three years experience in working with educational publishing

Duration of Engagement: One Year (Extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 50,000/- to Rs. 70,000/-** per month, all-inclusive, commensurate with qualification and years of experience.

Location: Mumbai

Technology

17. Technologist (Technology Management) - One Position

We are seeking a highly skilled and innovative Technologist specializing in Technology Management to join our dynamic team in Chhattisgarh. The candidate will play a key role in the strategic planning, implementation, and optimization of technology solutions to enhance effectiveness of the project delivery.

Key Responsibilities

- Collaborate with senior leadership to develop and implement a comprehensive technology strategy aligned with project goals.
- Evaluate and select open source technology/tools/solutions that align with the State's requirement.
- Manage and optimize the organization's IT infrastructure, including networks and hardware.
- Implement and maintain security protocols to safeguard data and systems.
- Lead initiatives to explore and implement innovative solutions that enhance operational efficiency.
- Collaborate with cross-functional teams to ensure seamless integration of technology into project processes.

Desired Profile/Skills

- Proven experience in technology management roles, demonstrating a track record of successful project implementation.
- Strong knowledge of IT infrastructure, cybersecurity, and emerging technologies.
- Excellent project management and organizational skills.
- Effective communication and interpersonal skills in both English and Hindi.
- Ability to lead and collaborate with cross-functional teams.

Qualifications

- Bachelor's degree in Information Technology, Computer Science, or a related field. Master's degree is preferred.
- Proven experience in technology management roles, demonstrating a track record of successful project implementation.
- Strong knowledge of IT infrastructure, cybersecurity, and emerging technologies.

Duration of Engagement: One Year (Extendable for 2 years based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 45,000/- to Rs. 65,000/-** per month, commensurate with qualification and experience.

Location: Raipur, Chhattisgarh/ Mumbai

Admin/Finance

18. Finance Executive - One Position

We are currently seeking a detail-oriented and motivated individual to join our finance team as a Finance Program Assistant. This position offers an excellent opportunity for someone with a passion for finance and a desire to contribute to the success of our programs.

Key Responsibilities

- Enter financial data into accounting software and maintain up-to-date and organized financial records.
- Assist in reconciling accounts, verifying transactions, and resolving discrepancies.
- Collaborate with the finance team to support the development and monitoring of program budgets.
- Track and report on budget expenditures, ensuring adherence to financial guidelines.
- Assist in the preparation of financial reports for internal and external stakeholders.

Desired Profile/Skills

- Proficient in using accounting software and Microsoft Office applications.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and organizational abilities.
- Effective communication skills, both written and verbal.
- Ability to work collaboratively in a team environment.

Qualification and Experiences

- Postgraduate or equivalent degree in Finance/Business management/Commerce/Accounting
- Familiarity with project Management
- Minimum 3+ years of relevant experience in School Education
- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.

Duration of Engagement: One Year (Extendable for 2 years based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 35,000/- to Rs. 40,000/-** per month, commensurate with qualification and experience.

Location: TISS, Mumbai

19. Admin Executive- One Position

We are seeking a dynamic and detail-oriented individual to join our team as a Program Assistant with a focus on administrative support and travel coordination by providing administrative assistance and managing travel logistics for program-related activities.

Key Responsibilities

- Assist in the coordination and execution of administrative tasks related to program activities.
- Manage calendars, schedule meetings, and coordinate communication among team members.
- Plan and organize travel arrangements for program staff, accommodations, and transportation.
- Ensure travel itineraries are communicated clearly, and all necessary documentation is provided.
- Assist program staff in preparing and submitting expense reports in a timely and accurate manner.
- Track expenses, receipts, and reconcile travel-related financial transactions.
- Support the planning and coordination of program-related events, workshops, and meetings.
- Assist in the logistics of on-site and virtual events, including coordination with vendors and participants.
- Maintain leave record of project staff

Desired Profile/Skills

- Proven experience in administrative support roles, preferably in a program or project environment.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office suite and other relevant software applications.
- Excellent communication and interpersonal skills.
- Ability to multitask and prioritize in a fast-paced environment.
- Familiarity with travel booking platforms, Vendor Management and expense management systems.
- Proficiency in English and Hindi in both speaking and writing.

Qualifications and Experience

- Graduate or equivalent degree in Finance/Business Management/Commerce/Accounting or an equivalent degree.
- Minimum 3+ years of relevant experience in project management. Preference will be given to those having worked in the development sector, especially government-run academic organizations.

Duration of Engagement: One Year (Extendable for 2 years based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs 35,000/- to Rs.40,000** /- per month, commensurate with qualification and experience.

Location: Raipur, Chhattisgarh

20. Office Assistant - One Position

CETE is currently seeking a dedicated and reliable Office Assistant to join our team and contribute to the smooth functioning of our office environment. The ideal candidate will play a crucial role in providing general support services.

Key Responsibilities

- Maintain tidiness in all office areas, including workspace, meeting rooms, and common areas.
- Support staff with tasks such as photocopying, binding documents, and running errands.
- Ensure the guest rooms is clean and well-stocked with necessary supplies.
- Handle incoming and outgoing mail and packages.
- Monitor and replenish office supplies, including stationery, pantry items, and cleaning supplies.
- Keep track of inventory levels and inform the relevant personnel when supplies need to be reordered.

Desired Profile/Skills

- Proven experience in a similar role is a plus.
- Good communication and interpersonal skills with minimum basic English and high oral proficiency in Hindi.
- Ability to handle multiple tasks and prioritize responsibilities.
- Punctuality and reliability are essential.

Qualifications

Higher Secondary schools/ diploma or equivalent.

Duration of Engagement: One Year (Extendable for 2 years based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 12,000/- to Rs. 20,000/-** per month, commensurate with qualification and experience.

Location: Raipur, Chhattisgarh

!!! THE END !!!