

Mumbai Education Research Innovation and Training (MERIT)

(A Field Action Project of Centre for Community Organisation and Development Practice
School of Social Work, TISS)

Vacancy Notification for Project coordinator (Part time)

Location: TISS Mumbai Campus

Mode of Selection: Verification of Documents and Walk-In Interview

MERIT is a field action project of Community Organisation and Development Practice, School of Social Work - Mumbai Campus established in 2016 with the objective of Support underprivileged children and youth in education and employment through creating support network, training and capacity building. The main programmes are done under this project are: Creating local networks of support teams at different locations, Employability enhancement programmes, Career guidance cell, Science Lab Project in schools and community learning centre

Position: Project Coordinator (Part time)

Work time: 6.00 pm to 9.30 pm (Monday to Saturday)

Work location: TISS Mumbai campus and Community learning Center at Cheeta Camp, Trombay

Duration: 1 year (Extendable for another year subject to satisfactory performance and availability of funds)

Eligibility Criteria: Post Graduation

- Educational qualification: Graduation(BSc/ BE/BTech) in any science discipline (with at least one years of experience in teaching).
- Experience in Moodle LMS is preferable
- Have good oral communication skills in English and Hindi
- Age limit 25-35 years
- The candidate should possess good writing skills in English
- Remuneration: Consolidated payment of **Rs.15000/-** per month.

Responsibilities:

- Coordinate community learning centers run by MERIT
- Develop teaching aids suitable for students having low level language proficiency
- Develop science experiment kits for teaching basic concepts of science to high school students
- Volunteer coordination
- Organizing science camps with the support of volunteers
- Implementation of Moodle LMS at Learning Centre
- Content creation for Moodle LMS
- Making reports
- Any other work assigned by the MERIT officials
- Coordinating Interns and Fieldwork students

Application and selection process:

1. Interested candidates are requested to apply by submitting on email to mailtomerit@gmail.com
 - a. Updated CV
 - b. An application indicating the purpose and willingness to undertake the engagement
 - c. Copies of relevant document to prove eligibility and experience
2. Candidates are required to carry the copies of the above at the time of Personal Interview
3. Timelines for the selection are
 - a. Announcement of Vacancy : 07March 2024
 - b. Last date of receipt of applications : 16 March 2024
 - c. Walk in Personal Interview : 16March2024
 - d. Intimation of selection : 22March 2024
 - e. Date of Joining : 23 March 2023
4. Original certificates need to be carried at the time of interview for verification.

Other Conditions:

1. The Institute reserves the right to relax qualification of the candidate based on the work experience
2. The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
3. No queries or correspondence regarding 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.
4. The candidate under employment or pursuing any programme of study must submit an undertaking that current employment or studies will not interfere with the work at MERIT as per the work timings notified.
5. No TA / DA is payable for appearing for the interview.
6. The selected candidates are expected to join immediately. Upon special request, a maximum of 10 days from the date of selection may be granted for deserving candidates. Candidates who are not able to join within this period need not apply.