



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/May/2024

16th May 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
Manager			
1.	Partnership Manager	02	Mumbai
Expert			
2.	Expert – Research and Data Analytics	01 (Full time/Part-time)	New Delhi
Media and Communication			
3.	Senior Communication Associate	01	Mumbai

Details of positions are provided separately below.

How to apply:

Application process and interview

- Candidates are requested to fill the application form <https://bit.ly/CETE-TISS-Application-NTS-May2024> 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.
- Candidates are requested to write the position name in the subject line of email while sharing the above-mentioned documents.
- Candidates will be informed over e-mail to appear for the Written/ Personal Interaction/ skill test to be conducted (Online / Offline) 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.
- After the recruitment process, only the selected candidate will be communicated by an email to join the offered post.

Last date to receive applications: 31st May 2024

Tentative dates for interview: 5th to 20th June 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

Manager

1. Partnership Manager – Two position

CETE envisages itself as a catalyst of transformation in teacher education – thereby ensuring “quality education for all”. To bring this goal to reality, it is essential to partner teachers across the country, which CETE does through in-service programs and workshop collaborations. The right institutional partnerships and collaborations are integral to achieving a transformative Impact on Teacher Education, which the Centre achieves by exploring, conceptualising and defining key and innovative ideas, programmes, and research, and identifying suitable partners to implement, scale or synergise these initiatives. To achieve its goal of a catalyst of transformation in teacher education, CETE is currently executing many projects / initiatives. The role will report into Head Partnerships, CETE and will closely work with, multiple internal and external stakeholders.

Key Responsibilities

- Supporting funding opportunities process e.g. registering on the state govt portal, checking for proposals released etc.
- Maintaining and updating a clear understanding of all governance related documentation of the Institute.
- Researching potential funding opportunities / funders by evaluating alignment to CETE requirement. Also, building a primary connect with the potential partner / funder.
- Ensure proper handover to the Project Manager upon signing of the MOU or receipt of the project sanction email. Assisting with the transition process until the project begins.
- MIS data management and repository of key CETE / TISS documents and digital resources for speedy retrieval for proposal / funding submission.
- Assisting in administration work for any outward facing activity anchored by the Partnerships Head or as and when needed by the project management unit (PMU)
- Facilitating and managing the partner engagement

Skills and competencies required

- Excellent organizational ability, attention to detail, and consistency, deadline-driven, with the capacity to multitask while maintaining confidentiality and solution orientation
- Effective collaboration with Faculty, PMU staff, and external stakeholders, as well as strong teamwork skills and a positive temperament.
- Expertise in MS office suite with excellent written and communication skills

Qualifications and Experience

- Post graduate degree in Management/ Education/ any other relevant field with similar work experience for 3-5 years preferably in the development sector
- Experience in handling tasks with tight deadlines, attention to detail and responsiveness to stakeholders.

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

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 45,000/- to Rs. 60,000/-** per month, all-inclusive, commensurate with qualification and years of experience.

Location: Mumbai

Expert

2. Expert – Research and Data Analytics – One position (Full Time/Part-time)

The role 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

- Support and Lead the Development of World of Work Module named Research and Data Analytics
- Lead, and guide a team of SRPs for the module development work and manage the daily tasks for the team
- Ensure On-time Delivery of Lesson Plans, Student Handbooks, Teacher Handbooks, Assessments, and Assessment Bank to the satisfaction of the client
- Support in developing Teacher Capacity for successfully transacting the curriculum being developed
- Incorporate feedback from the client and revise the deliverables accordingly

Skills and competencies required

- Understanding of effective teaching methodologies, curriculum development, and assessment strategies
- Skills in designing, and planning curriculum development and delivery
- Skills in leading a team and managing to produce on-time results
- Excellent communication skills in English

Qualifications and Experience

- Post-Graduate or equivalent in education /economics/ statistics or related discipline
- Minimum Five years' experience as a teacher or teacher Mentor developing and transacting TLMs related to Mathematics/Statistics and/or related discipline

Duration: 8 Months (Extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 65,000/- to Rs. 70,000/- per month**, all-inclusive, commensurate with qualification and years of experience.

Location: New Delhi

Media and Communication

3. Senior Communications Associate – One position

The position will be responsible to anchor all Communications related strategy and activities for CETE. The role will work closely with the Communication team, Partnerships team, Centre faculty, and TISS website team to create appropriate communication for multiple stakeholders, visibility for the centre and its activities in the print media, all possible virtual platforms.

Key Responsibilities

- Develop communication strategies for the Centre
- Creating awareness for the Centre and its activities on multiple platforms with targeted communication
- Creation of high-quality communication content for external communication especially on social media along-with design team as well as for stakeholders
- Team engagement with all teams/Project units of the Centre (both internal and external) to identify relevant opportunities to build the Centre's brand
- Create engaging storylines and copy for the Centre's projects and activities
- Manage the creation and publication of the Centre's newsletter
- Manage the Centre's webpage and its updation
- Maintain a repository of media coverage and all communication (print, online and virtual)
- Liaising and leveraging TISS PR arm for the Centre
- Creation of brochures and other collaterals as required

Desired Profile/Skills

- The ideal candidate has excellent written and verbal skills, is comfortable in English, Hindi and preferably Marathi, is self-motivated and dynamic and a team player with multi-tasking abilities. Knowledge of design and publishing software is an added advantage

Qualification: Masters in Communications / Journalism/Mass Media or related field with minimum 5 years of relevant experience preferably in development communication.

OR

Bachelors in Communications / Journalism/Mass Media or related field with minimum 7 years of relevant experience preferably in development communication.

Experience: Experience working in similar roles preferably for Education Institutions (as given above)

Duration: One year (Extendable based on project need and performance) **Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 45,000/- to Rs. 70,000/-** per month, commensurate with qualification and experience.

Location: Mumbai

!!! THE END!!!