



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT/ TISS/ADMN/CETE/March/2021

11th March 2021

Required Programme Academic Coordinator for short term programmes, CETE, TISS

The Tata Institute of Social Sciences (TISS) was established in 1936 and was awarded the ‘Deemed to be University’ status in 1964. TISS is fully funded by the University Grants Commission, Government of India and operates from its main campus in Mumbai, and the off-campuses at Tuljapur, Guwahati and Hyderabad. Currently the Institute offers **52** Masters’ Degree programmes and 18 M. Phil. and Ph. D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, and Habitat Studies. BA degree programs in Social Sciences and Social Work are also offered from its off-campuses. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research and nurtures multiple research collaborations with some of the best universities and institutions across the globe. TISS provides work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

The **Centre of Excellence in Teacher Education (CETE)** (formerly CEIAR) is an Independent Centre at TISS Mumbai which was established in 2015 to engage with and promote innovation in school curriculum, teacher education and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that address the needs of India education to raise quality and standards and relevant to the developing world, and the innovative use of new technologies and media. 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 MPhil and PhD in Education. It also offers short term, blended and online courses and programmes: The Reflective Teaching with ICT for inservice teachers and teacher educators and the Post Graduate Certificate in Education Perspectives and Research for Teacher Educators and Administrators.

The Centre’s flagship action research programme, the Connected Learning Initiative (CLix), is focussed on the development of and use of technology and new media in school curriculum and teacher professional development. CLix was awarded the UNESCO-King Hamad Prize for the Use of ICTs in Education (2017 edition) also Open Education Awards for Excellence Resources, Tools and Practices under the category of Open Collaboration in 2019 from Open Education Consortium-www.clix.tiss.edu

Since 2019 a new Centre of Excellence in Teacher Education (CETE) is under development with support from Tata Trusts. This initiative proposes to engage with teaching, research, policy advocacy and collaboration to revitalize the sector of teacher education in India.

Applications are invited for one post of **“Programme Academic Coordinator”** to be filled on contract basis till **31st March 2022**, which may be extended based on performance, review and need of the project.

Key Responsibilities:

- The person will be responsible for administrative coordination of all the short term programmes
- The person will be responsible to coordinate the programme from announcement to declaration of results
- The person will be able to collate the information across platforms such as TISSx (MOOC) platform and others
- Responsible for finalisation of results of programmes
- The person should have a good knowledge of spreadsheets for basic analysis
- The person will be expected to pursue a constructive interface with institute's academic administration for all matters pertaining to programmes, clearing payments of honoraria etc
- The person will be responsible to draft emails and take minutes of meetings as per the requirement
- The person should have ability to use social media platform proactively for updating required information on websites and other social media platforms
- The person will be expected to do the marketing of the programmes on various platforms

Qualifications and Experience:

The candidate should have a **Master's degree with minimum of 55% of aggregate marks** in Education, Social sciences, Social work, Development studies, Management or in equivalent field/discipline plus minimum 3 years of experience in a similar position.

Skills and competencies required:

- Good written and verbal communication skills in English and Hindi
- Impactful command on internal and external communication
- Command over computer skills and digital communication
- Capacity to work with students and faculties

Remuneration: The gross monthly remuneration for the position will be Rs. 45,000 to 50,000. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

Location: Mumbai, with frequent travel to implementation sites

Application fee: The application fee of Rs 1000/- to be paid online. The SC/ST/PWD candidates are required to pay fees of Rs. 250/- if they attach the required certificate to the online application form. The women candidates are waived from the payment of application fees. 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.

Other conditions:

- The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview who may not have applied for the vacancy as per the above procedure.

- 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.
- The position is unreserved, but candidates belonging to reserved category can apply.
- 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.
- 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 appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Application process and interview:

1. Candidates are requested to apply online through the link (**Apply now**) provided along with this advertisement on the Institute website www.tiss.edu.
2. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
3. Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the the online interview to be held between **the last week of March 2021**.

The last date for receipt of online application: 22nd March 2021.

Selected Candidates are expected to join within 15 days of their selection.

**Sd/xxx
Registrar**