



## CENTRE FOR EARLY CHILDHOOD EDUCATION AND DEVELOPMENT (CECED)

F. No. AUD/CECED/14-2C/2018-19/2  
26-06-18

The Centre for Early Childhood Education and Development (CECED), Ambedkar University Delhi is envisaged as an institution that brings together research, policy and practice in the area of Early Childhood Education and Development (ECED) within a coherent and holistic conceptual frame. CECED's vision is to promote systemic understanding of developmentally and contextually appropriate and inclusive ECED with a focus on early learning. The Centre's mission is to contribute to the national goals of social justice and equity by advocating and promoting every child's right to a solid foundation for life through ECED. The Centre aims towards evidence-based quality promotion in ECED through research, capacity building and advocacy.

CECED requires young dedicated professionals to join the team. The details of the projects under which the vacancy is open are given below. If you meet the qualifications and experience as given for each position, you may apply.

### TERMS OF REFERENCE FOR PROJECT POSITIONS IN CECED, AUD

#### **A. Project: Strengthening Quality in Early Childhood Care and Education (ECCE): In Support of Achieving Sustainable Development Goals (SDGs)**

Under the project titled ,“Strengthening Quality in Early Childhood Care and Education (ECCE): In Support of Achieving Sustainable Development Goals (SDGs)” supported by UNICEF, Delhi, the Centre for Early Childhood Education and Development (CECED), Ambedkar University Delhi intends to support quality reforms in the area of Early Childhood Care and Education (ECCE) at the national and the state levels. The various components of the project are identified thematically as: (1) Quality Promotion and Strengthening of ECE and (2) Advocacy for ECE Quality Promotion. In this project under the component of Developing Framework and ECE Curriculum Review (F&CR), the team will be developing the framework and conduct the review of state curricula across nine states.

#### **Project Associate- (Code- A01-PAS- F&CR)**

**Vacancy:** Two positions till the project ends

**Qualification & Eligibility criteria:**

- Master's degree in Early Childhood Care and Education (ECCE) (preferably) or Child Development, Psychology, Social Work and Social Science with a good academic record.
- At least 4 years of relevant research/field experience especially in the field of ECCE. *In case the candidate has an M.Phil/ Ph.D, the same may be relaxed by 1 year.*
- Should have experience of working in a team or leading a team.
- Experience in the social sector and work in projects related to child development/education/child rights or related area.
- Should be able to plan, monitor, coordinate and evaluate research/intervention/provide technical support to projects and prepare reports.
- Should have strong analytical, writing and communication skills.
- Computer Proficiency is must.

### Job Description

- Coordinate research and documentation
- Coordinate the project activities under the guidance of the technical core team.
- Ensure timely implementation of the project activities and training programmes as per plan.
- Monitor project activities, conduct trainings and coordinate with state departments/UNICEF State offices / research team.
- Support preparation of work plans, financial plans, project progress reports, and other such relevant documents.
- Undertake research component whenever required.
- Coordinate research on field, monitor data collection, data analysis and report writing.
- Organize and facilitate training workshops, Coordinate meetings/ conferences/ workshops/ consultations related to the project.
- Undertake extensive field visits/ travel related to the project whenever required.
- Provide technical support to the team.

**Emolument:** The monthly consolidated payment will be Rs. 45,000/-

### **Senior Project Assistant (Code- A02-SA- F&CR)**

**Vacancy:** One position till the project ends.

### Qualification & Eligibility criteria:

- Masters in Child Development, Child Psychology; Early Childhood Care and Education; Social Work or Social Science with good proven academic record.
- At least 2 years of experience in early childhood education and development or social sector. *In case the candidate has an M.Phil/ Ph.D, the same may be relaxed by 1 year.*
- Some research or relevant job experience.
- Should have good analytical and writing skills, good communication skills and able to prepare and write reports.

### Job Description

- Assist in Research/Project activities and Coordinate Field work
- Implement the project activities as per plan
- Preparation of tools for data collection
- Coordination of data collection
- Assist in carrying out training programmes
- Assist the Project team and Faculty in-Charge for ensuring timeliness of deliverables.
- Assist in preparation of project progress report, work plans, financial plans and other such relevant documents.
- Undertake extensive field visits/travel related to the project whenever required.
- Assist in providing technical support & trainings to the state partner and other agencies wherever applicable.
- Assist in Events, Meetings, Conference & Workshops
- Any other task assigned by Director, CECED.

**Emolument:** The monthly consolidated payment will be Rs. 30,000/-.

### **Programme Manager (Code- A03-PM)**

**Vacancy:** One position (Initially till 31<sup>st</sup> December 2018 with the possibility of further extension subject to the requirement of the project and funding).

#### **Qualification & Eligibility criteria:**

- Masters in any subject with good proven academic record.
- At least 4 years of relevant experience of office administration, HR activities, managing and coordinating large project teams.
- Substantial experience in handling finance and managing budgets.
- Strong communication and writing skills.
- Working knowledge of project management and office management. Prior experience of working in Govt. Sector or academic institutes and in the area of early childhood development would be an advantage.

#### **Job Description**

##### **1. Administrative & Management Role:**

- Putting up notes and see movement of files, drafting of letters and other office documents.
- Infrastructure and other office arrangement.
- Planning the utilization of Admin & Secretarial head of project budgets.
- Supervision of maintenance of leave, asset, stock and other records by Admin Assistants.
- Provide support to research team, Consultant (F&A) and Administrative Assistant in day to day administration, financial and human resource management.
- Assist SPM in Office Administration & Programme management.
- Assistance in overall co-ordination and management of projects and team.
- Assisting in organizing Events, Meetings, and Conference & Workshops.

## 2. Human Resources Functions:

- Facilitate human resource management by recruiting, training, inducting and orienting new employees to foster positive attitude toward organizational objectives and managing employee engagement activities.
- Facilitate issuance of offer letters, experience letter, increment letter and renewal of employment contracts, performance evaluation and exit process for employees.
- Assist in collating, storing, updating and managing important employee records.

## 3. Other Functions:

- Assisting in developing proposals and financial budgets for undertaking new projects.
- Undertake field visits and field work, whenever required.
- Co-ordinate with Communication Team in organizing Events, Conferences etc.
- Organize and Co-ordinate CECED Advisory Committee Meetings.
- Prepare Minutes and notes for the meetings
- Any other task assigned by Director, CECED

**Emolument:** The monthly consolidated payment will be Rs. 45,000/-.

## B. Project: Technical Assistance on Early Childhood Education, Bihar

Under the project titled ,“**Technical Assistance on Early Childhood Education, Bihar**” supported by UNICEF, Bihar, the Centre for Early Childhood Education and Development (CECED), Ambedkar University Delhi intends to support UNICEF Bihar to provide technical assistance on Early Childhood Education (ECE) to the Integrated Child Development Scheme (ICDS) programme in the state of Bihar. This project has activities related to early childhood care and development such as development of ECCE curriculum, pre-school kit, mentoring and monitoring of the AWW. The project requires travel to Bihar State for the conducting the activities of the project.

### Senior Project Associate (Code- B04-SPA-Bihar)

**Vacancy:** One position (Initially till 31<sup>st</sup> December 2019 with the possibility of further extension subject to the requirement of the project and funding).

#### Qualification & Eligibility criteria:

- Master’s degree in Child Development, Psychology, Early Childhood Care and Education, Social Work, or related field with good academic record.
- Five years of relevant job/research/field experience. *In case the candidate has an M.Phil/ Ph.D., the same may be relaxed by 1 year.*
- Willing to undertake extensive field visits/travel to different states especially in rural areas as and when required for the project.
- The candidate should have experience of leading a team.
- Experience in social sector related to child rights/child development/education or working in settings with children.

- Computer Proficiency is must
- She/he should have good analytical and writing skills, good communication skills and should be able to strategize, plan, monitor, coordinate and evaluate research/intervention/technical support projects and prepare reports.

### **Job Description**

- Lead the planning, implementation and monitoring of the two or more projects in coordination with the faculty-in-charge and the team.
- Develop proposals and budget towards grant making whenever required.
- Prepare project report, work plans and monitor deliverables in consultation with the team and faculty-in-charge in order to ensure timely delivery.
- Keep a track of the project grant and expenditures for effective timely utilization of the budget.
- Coordinate meetings/ conferences/ workshops related to the project.
- Undertake field visits related to the project whenever required
- Any other task assigned by Director, CECED

**Emolument:** The monthly consolidated payment will be Rs. 60,000/-.

### **C. Project: Technical Assistance on Early Childhood Education, Rajasthan**

Under the project titled ,“ **Technical Assistance to state of Rajasthan on Early Childhood Education**” supported by UNICEF, Rajasthan, the Centre for Early Childhood Education and Development (CECED), Ambedkar University Delhi is supporting the quality reforms in the area of Early Childhood Care and Education (ECCE) in the state of Rajasthan. The project involves working in the area of curriculum development, capacity building of the professionals, assessment tools, etc. which leads to informed advocacy and dissemination on different fronts for various stakeholders.

#### **Senior Project Assistant (Code- C05-SA-Raj)**

**Vacancy:** One Position (Initially till 31<sup>st</sup> March 2019 with the possibility of further extension subject to the requirement of the project and funding).

#### **Qualification & Eligibility criteria:**

- Masters in Child Development, Child Psychology; Early Childhood Care and Education; Social Work or Social Science with good proven academic record.
- At least 2 years of experience in early childhood education and development or social sector. *In case the candidate has an M.Phil/ Ph.D, the same may be relaxed by 1 year.*
- Some research or relevant job experience.
- Should have good analytical and writing skills, good communication skills, sound understanding about ECE policy, curriculum and able to prepare and write reports.

### **Job Description**

- Assist in Research/Project activities and Coordinate Field work
- Implement the project activities as per plan
- Assist in carrying out training programmes
- Preparation of tools for data collection
- Coordination of data collection
- Assist the Project team and Faculty in-Charge for ensuring timeliness of deliverables.
- Assist in preparation of project progress report, work plans, financial plans and other such relevant documents.
- Undertake extensive field visits/travel related to the project whenever required.
- Assist in providing technical support & trainings to the state partner and other agencies wherever applicable.
- Assist in Events, Meetings, Conference & Workshops
- Any other task assigned by Director, CECED.

**Emolument:** The monthly consolidated payment will be Rs. 30,000/-.

#### **D. Project: Assistance on Early Childhood Education, Maharashtra**

In continuation to the ground work that CECED has done in collaboration with UNICEF Maharashtra, CECED had been proposed to provide technical assistance on ECE in an order to address and strengthen the quality of Pre-School Education (PSE) component of ICDS in the state of Maharashtra till 14th February 2019 at present. The overall approach will be to provide technical support to the state for setting up model AW centres as vibrant ECCE programmes on the ground, which will serve to demonstrate and benchmark ECE quality for the larger system and to support this activity with strengthening of resource capacity in ECCE in the state. The setting-up of model centers will be approached through diverse strategies including both as a demonstration lab attached with training centres and a sector and block level approach with the help of State level master trainers (SLMT) and district level master trainers (DLMT).

CECED requires young dedicated professionals based in Mumbai, Maharashtra to join the team. The details of the positions are given below. If you meet the qualifications and experience as given for each position, you may apply.

#### **Project Associate (Code- D06-PAS-Mah)**

**Vacancy:** Two (Initially till 28<sup>th</sup> February 2019 with the possibility of further extension subject to the requirement of the project and funding).

#### **Qualification & Eligibility criteria:**

- Master's degree in ECCE (preferably) or Child Development, Psychology, Social Work and Social Science with the good proven academic record

- At least 4 years of relevant research/field experience especially in the field of ECCE. *In case the candidate has an M.Phil/ PhD, the same may be relaxed by 1 year.*
- Candidate should be based in Maharashtra and proficient in reading, writing and communicating in Marathi language.
- Willing to undertake extensive field visits/travel across state of Maharashtra as and when required for the project.
- Individuals should have experience of working in a team or leading a team.
- Experience in the social sector and worked on the projects related to child development/education/ child rights or working in settings with children.
- S/he should be able to plan and conduct trainings and workshop
- S/he should be able to monitor, coordinate and provide technical support to projects and prepare progress reports.
- S/he should have good analytical, writing and communication skills.
- Computer Proficiency is a must.

### **Job Description**

- Coordinate the project under the guidance of the technical core team.
- Ensure timely implementation of the project activities and training programmes as per plan.
- Able to plan, organize and facilitate training workshops of 40 SLMT trainers for developing 25 model anganwadi centres each in their respective sectors.
- Providing regular mentoring visits to model anganwadi centres in an order to support to 40 SLMT to develop 25 model anganwadi centres each in their respective sectors
- Plan, organize and facilitate training workshops of the ICDS functionaries for developing model anganwadi centres in Palghar district
- Providing regular visits to model anganwadi centres so as to provide mentoring support to the ICDS functionaries and consortium partners to develop model anganwadi centres
- Coordinate meetings/conferences/workshops/consultations related to the project
- Monitoring of project activities and coordinating with state departments
- Support preparation of work plans, financial plans and other such relevant documents.
- Undertake extensive field visits/ travel related to the project whenever required.
- Conduct process documentation, sharing and collation of good practices as they emerge on the field
- Coordinate with the stakeholders of the projects as and when required.

**Emolument:** The monthly consolidated payment will be Rs 45,000/-.

### **E. Project: Development of Model Early Childhood Care and Education Centers in Delhi**

Under the project titled “**Development of Model Early Childhood Care and Education Centers in Delhi**” by Govt. of NCT of Delhi, CECED aims to set up 8 pilot Early Childhood Care and Education Centers across Delhi. These Centers will be established in Basti Vikas Kendra’s in different parts of Delhi. The focus of these centres will be to provide developmentally & age appropriate and activity oriented play based learning for 3-6 year-old children. The Early Childhood Care and Education (ECCE) centers will promote learning and development of children from low income families in a

comprehensive way. Each centre will cater to approximately 50 children and their families from the local community. At present, CECED is looking for experienced professionals for this project to manage the project activities which include the establishment and development of these centers.

#### **Project Associate- Research (Code- E07- PAS-R)**

**Vacancy:** One Position (Initially till 31<sup>st</sup> March, 2019 with the possibility of further extension subject to the requirement of the project and funding).

#### **Qualification & Eligibility criteria:**

- Master's degree in Early Childhood Care and Education (ECCE) (preferably) or Child Development, Psychology, Social Work and Social Science with a good academic record.
- At least 4 years of relevant research experience preferably in the field of ECCE. *In case the candidate has an M.Phil/ Ph.D, the same may be relaxed by 1 year.*
- Should have experience of working in a team or leading a team.
- Experience in the social sector and in projects related to child development/education/child rights or related area.
- Should be able to plan, monitor, coordinate and evaluate research/intervention/provide technical support to project and prepare reports.
- Should have good analytical, writing and communication skills.
- Computer Proficiency is must.

#### **Job Description**

- Lead research and documentation.
- Coordinate the project under the guidance of the technical core team.
- Ensure timely implementation of the project activities/research and training programmes as per plan.
- Monitor Research activities like data collection, data entry, data analysis and coordinate with the research team.
- Prepare work plans, financial plans, reports, and other such relevant documents as required under the project.
- Organize and facilitate training workshops, coordinate meetings/conferences/workshops/consultations related to the project.
- Coordinate with the stakeholders of the projects as and when required.
- Undertake extensive field visits/travel related to the project whenever required.
- Provide technical support to the team.
- Any other task assigned by Director, CECED.

**Emolument:** The monthly consolidated payment will be Rs. 45,000/-

#### **Project Associate- Curriculum Development (Code- E08- PAS-CD)**

**Vacancy:** One Position (Initially till 31<sup>st</sup> March, 2019 with the possibility of further extension subject to the requirement of the project and funding).



### Qualification & Eligibility criteria:

- Master's degree in Early Childhood Care and Education (ECCE) (preferably) or Child Development, Psychology, Social Work and Social Science with good proven academic record.
- At least 4 years of relevant job experience in the field of ECCE, Nursery/Preschool teaching or curriculum development. *In case the candidate has an M.Phil/ Ph.D, the same may be relaxed by 1 year.*
- Should have experience of working in a team or leading a team and should have good analytical, writing and communication skills
- Should be able to coordinate project activities and prepare reports.
- Computer Proficiency is must.

### Job Description

- Curriculum Development and Training.
- Support in the setting up of the centres, ensuring the supplies at the centres and manage centres and its functioning.
- Coordinate the project in field under the guidance of the technical core team.
- Ensure timely implementation of the project activities and training programmes as per plan.
- Monitoring of project activities in the field
- Support in the preparation of work plans, financial plans, project reports, and other such relevant documents.
- Organize and facilitate training workshops, Coordinate meetings/conferences/workshops/ consultations related to the project.
- Coordinate with the stakeholders of the projects as and when required.
- Provide technical support to the team.
- Undertake extensive field visits/travel related to the project whenever required.
- Any other task assigned by Director, CECED.

**Emolument:** The monthly consolidated payment will be Rs. 45,000/-

### **Project Associate- (Advocacy, Communication & Documentation) (Code- E09- PAS-ACD)**

**Vacancy:** One Position (Initially till 31<sup>st</sup> March, 2019 with the possibility of further extension subject to the requirement of the project and funding).

### Qualification & Eligibility criteria:

- Master's degree in Mass Communication/Journalism/Public Relations or any other related technical field.
- At least 4 years of experience in technical writing, process & video documentation of community activities preferably in social development programs. *In case the candidate has an M.Phil/ Ph.D, the same may be relaxed by 1 year*
- Ability to create training manuals with innovative media methods, pictorial presentation and creative media illustrations.
- Ability to deliver high quality of documentation and writing work.

- Strong command on English & Hindi languages (for verbal and written communications)
- High level of proficiency in Word, PowerPoint, Corel Draw along with video editing and other related softwares.
- Experience of working in a team or leading a team and good analytical skills.

### **Job Description**

- Lead advocacy & communication activities, process documentation
- Undertake regular photo and video documentation of planned project activities.
- Support in updating of web-portal, social media, campaigning and public advocacy.
- Monitor and coordinate the advocacy & process documentation activities under the guidance of the technical core team.
- Support the team in the preparation of Training Package on ECE.
- Responsible for planning and implementing community mobilization strategy of the catchment area and ensure community sensitization on the program objectives.
- Ensure the understanding and participation of the target population.
- Organize meetings with the experts/advisory committee as and when required.
- Support in development and organization of the training materials, visual aids, and other education materials
- Provide technical support to the team and ensure timely implementation of the advocacy campaigns, preparation of communication material and trainings as per project plan.
- Coordinate with the stakeholders of the projects as and when required.
- Undertake extensive field visits/travel related to the project whenever required.
- Any other task assigned by Director, CECED.

**Emolument:** The monthly consolidated payment will be Rs. 45,000/-

### **Senior Project Assistant- (Curriculum Development & Trainers Package) (Code- E10- SA-CD & TP)**

**Vacancy:** Three Positions (Initially till 31<sup>st</sup> March, 2019 with the possibility of further extension subject to the requirement of the project and funding).

### **Qualification & Eligibility criteria:**

- Master's degree in Early Childhood Care and Education (ECCE) (preferably) or Child Development, Psychology, Social Work and Social Science with a good academic record.
- At least 2 years of relevant experience in teaching or curriculum development in the field of ECE along with the experience of working in a team. *In case the candidate has an M.Phil/ Ph.D, the same may be relaxed by 1 year*
- Should have good analytical and writing skills, good communication skills, sound understanding about ECE policy, curriculum and able to prepare and write reports.
- Computer Proficiency is a must.

### **Job Description**

- Assist in Curriculum Development and Training manual.

- Assist in developing and carrying out training programmes
- Assist in the process of setting up of the Centres and their functioning.
- Assist in the timely implementation of the project activities and training programmes as per plan.
- Assist in preparation of project progress report, work plans, and other such relevant documents.
- Assist in organizing the training workshops, Coordinate meetings/conferences/workshops/ consultations related to the project.
- Undertake extensive field visits/travel related to the project whenever required.
- Assist the Project team and Faculty in-Charge for ensuring timeliness of deliverables.
- Assist in preparation of project progress report, work plans, financial plans and other such relevant documents.
- Assist in Events, Meetings, Conference & Workshops
- Any other task assigned by Director, CECED.

**Emolument:** The monthly consolidated payment will be Rs. 30,000

### **Terms and Conditions:**

1. The prescribed qualifications and experience shall be the minimum, and the mere fact that a candidate possesses the same shall not entitle him/her to be called for interview. The University shall have the right to restrict the number of candidates to be called for interview to a reasonable level on the basis of better or higher qualifications and experience than the minimum prescribed, and on the basis of other relevant factors.

2. **The Centre (CECED) of the University (AUD) shall have the right to:**

- a) Request candidates to present seminars; participate in interaction sessions and/or any other such activities as a part of the selection process;
- b) Consider in absentia the candidature of those who may not have applied;
- c) Consider in absentia or through use of communication technologies those who may have applied but are not able to appear for the interview;
- d) Relax any of the qualifications/experience at its discretion;
- e) Draw reserve panel(s) against the possible vacancies in the near future;
- f) Offer the post at a level lower than the advertised depending upon the qualifications, experience and performance of the candidate.

3. Please note that all the above mentioned positions require frequent travelling and for long durations. Only applicants who are willing to travel on a regular basis should apply.

4. Those who have already applied under the advertisement no.AUD/CECED/14-2C/2017-18/Rectt. Dated 08.03.18 and AUD/CECED/14-2C/2018-19/1 Dated 17.04.18 may not apply again.

5. Send your CV in the prescribed format through email as PDF or word attachment to [ceced.recruitment@gmail.com](mailto:ceced.recruitment@gmail.com) latest by 8<sup>th</sup> July, 2018 (23:59 hours) with subject line 'Name of the respective position along with post code number'. *No hard copy of the application will be accepted.*

6. Applications without the application in a prescribed format, CV or without mentioning the post applied for will **not** be accepted.
  7. Those who are applying for multiple positions are required to apply separately and send different mails accordingly mentioning in subject line '**Name of the respective position along with post code number**'.
  8. Only shortlisted candidates will be called for interview and **no** TA/DA will be provided for attending the interview. No inquiry during the period will be entertained.
  9. Only selected candidate will be informed about his/her selection after interview.
  10. Please note that all the appointment would be purely on temporary/contractual basis for the specified period of time and based on the projects duration. Appointment under this advertisement does not give you a right for any regular position in CECED or AUD. The organization holds the right for Extension or Termination of the candidates' appointment as per policy.
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