



CENTRE FOR EARLY CHILDHOOD EDUCATION AND DEVELOPMENT (CECED)

F. No:- AUD/CECED/14-2C/2017-18/Rectt.

Dated - 08.03.18

The Centre for Early Childhood Education and Development (CECED) is developed under a social initiative of Ambedkar University Delhi and 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 the 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.

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.

TERMS OF REFERENCE FOR PROJECT POSITIONS IN CECED, AUD

Project Head

Vacancy: One (1) – *Till the project ends.*

Qualification & Eligibility criteria:

- Master's degree in ECCE (preferably) or Child Development, Psychology, Education, Social Work and Social Science with the good academic record.
- Five years of relevant job/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 communicating in Marathi language.

- Willing to undertake extensive field visits/travel across state of Maharashtra as and when required for the project.
- The candidate should have experience of leading a team of 7 to 10 people.
- 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 have some prior experience of providing technical assistance and training support to state functionaries in the Early Childhood Education domain.
- S/he should be able to strategize, plan, monitor, coordinate technical assistance support to project and prepare reports.
- Computer Proficiency is a must.

JOB DESCRIPTION

- Lead the planning, implementation and monitoring of the project and its activities.
- Prepare quarterly work plan, activities and collate monthly update of the project along with the project associates.
- Assist core team in planning and conducting trainings and workshops.
- Provide guidance and mentoring support to the associates in strengthening capacities and developing model Anganwadi centres.
- Monitor deliverables in consultation with the team and faculty-in-charge in order to ensure timely delivery.
- Organize trainings, workshops or consultations, coordinate meetings related to the project.
- Conduct process documentation, sharing and collation of good practices as they emerge on the field
- Conduct quarterly review of the activities and prepare progress reports
- Coordinate with the UNICEF education specialist and other stakeholders of the projects as and when required.
- Undertake extensive field visits/ travel related to the project whenever required.

Emolument: The monthly consolidated payment will be Rs 70,000/-p.m. commensurate with qualification and experience.

Project Associate (Strengthening of AWTC and MLTC) - (Code-PAS-I)

Vacancy: One (1) – *Till the project ends.*

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 3 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.
- Plan, organize and facilitate training workshops of the trainers from the selected training institutions
- Providing mentoring support to the AWTC and MLTC trainers in developing five model anganwadi centres each in their vicinity
- 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/-p.m.

Project Associate (Developing Palghar as model Anganwadi centres) - (Code-PAS-II)

Vacancy: One (1) – *Till the project ends.*

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 3 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.
- 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 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.
- 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 coordination with relevant stakeholders.
- Support preparation of work plans, financial plans, project progress reports 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/-p.m.

Project Associate (Strengthening of State Level Master Trainers (SLMT) - (Code-PAS-III)

Vacancy: One (1) – *Till the project ends.*

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 3 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.
- 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
- Coordinate meetings/ conferences/ workshops/ consultations related to the project.
- Monitoring of project activities and coordinating with relevant stakeholders.
- Support preparation of work plans, financial plans, project progress reports 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/-p.m.

How to apply:

Please email your application in the prescribed format with updated CV through email as PDF or word attachment to ceced.recruitment@gmail.com latest by 26th March, 2018 (23:59 hours) with the subject line 'Name of the respective position along with post code number'.

Please note:

1. Candidates residing in Maharashtra are encouraged to apply for the said positions or the candidates willing to relocate to the different – different districts of Maharashtra as per the project requirement. Organization will not be bound to pay any relocation cost or any other stay expenses.
2. The applications without application format, CV or without mentioning post applied for will be rejected out rightly.
3. The appointment would be purely on temporary/contractual basis for the specified period of time and based on projects duration. The appointment under this advertisement does not give you a right for any regular job in CECED or AUD.
4. The above mentioned positions require frequent travelling within Maharashtra and Delhi. The applicants who are willing to travel should only apply.
5. The Centre reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
6. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test and/ or interview.
7. The Internal Screening Committee reserves the right to fix appropriate criteria for screening based on the number of applications received.
8. The applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
9. Only short-listed candidates will be invited for test and/ or interview and no TA/DA will be given for attending the interview. No inquiry during or after the period will be entertained. For the candidates from outside Delhi, Skype interview will be arranged with the Selection Panel.
10. The Centre reserves its right to change the recruitment process in case the applications received are large in number.
11. No interim correspondence or personal enquiries shall be entertained by the Centre.
12. The Centre reserves the right to communicate with the applicants through email provided by candidate and not post the hard copy of the communication to the candidate on his correspondence address. Hence the applicants are required to check their e-mail regularly for any information by the Centre.
13. The documents of the applicants can be verified at any stage of the recruitment process. If at any stage, it is found that any false document is provided by the applicant his candidature is liable to be cancelled.