



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

F. No. AUD/CECED/14-2C/2018-19/3  
04-01-2019

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: 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- A01-(Senior Project Assistant) SA-Raj}**

**Vacancy:** One Position (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:

- 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 Project activities and Coordinate Field work
- Implement the project activities as per plan
- Assist in planning & conducting 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/-.

**Senior Project Associate {Code- A02-(Senior Project Associate) SPA-Raj.}**

**Vacancy:** One Position (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 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 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 assistants & state partners 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. 60,000/-.

**B. Project: Technical 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 Lead {Code- B01-(Project Lead) PL-Mah}**

**Vacancy:** One (Initially till 31st August 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, 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.
- Will be responsible for the administrative activities for the project and doing project management at the state level.
- 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/-.

**Project Associate {Code-B02-(Project Associate) PAS-Mah}**

**Vacancy:** One (Initially till 31st August 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 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/-.

### **Project Associate {Code-B03-(Project Associate) PAS-Mah}**

**Vacancy:** One (Initially till 31st August 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 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.
- Assist the Project Head in organising and facilitating activities of Palghar Consortium
- 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
- Able to plan, organize and facilitate training workshops of 87 supervisors for developing 25 model anganwadi centres each in their respective sectors.
- Providing regular mentoring visits to supervisors who are not covered by consortium partners
- Coordinate meetings/ conferences/ workshops/ consultations related to the project.
- Monitoring of project activities and coordinating with relevant stakeholders.
- Coordinate meetings/ conferences/ workshops/ consultations related to the project.
- Monitoring of project activities and coordination with relevant stakeholders.
- Support the project lead/ consultant in the development of progress reports, district newsletter and process documentation of the intervention to share and collate good practices as they emerge on the field.
- Undertake extensive field visits/ travel related to the project whenever required.
- Coordinate with the stakeholders of the projects as and when required.

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

**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 **16<sup>th</sup> January 2019 (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.

  
  
**Director**  
Centre for Early Childhood Education & Development  
Ambedkar University, Delhi  
Lothian Road, Kashmere Gate, Delhi - 110 006  
Website : [www.aud.ac.in](http://www.aud.ac.in), [www.ceced.net](http://www.ceced.net)