

TERMS OF REFERENCE FOR PROJECT POSITIONS IN CECED

Senior Project Associate (2) Code-SPA 01-(FS&ELDS)

**Qualification:**

**Essential:** Minimum 65% marks in Master's degree in Child Development, Psychology; Early Childhood Care and Education; Social Work, with NET/M.Phil. and at least five years of relevant research/field experience

**Desirable:** Doctoral degree in relevant subject.

The candidate applying for this position should have good analytical and writing skills, good communication skills and should be able to plan, monitor, coordinate and evaluate research/intervention/technical support projects and prepare reports. The candidate should also have experience of coordinating or leading a team. The candidate is expected to undertake field visits/ travel to different states as and when required for the project especially for the states of Maharashtra and Rajasthan.

**Duration:** Initially for 6 months with a possibility of further extension.

**Consolidated Remuneration:** Rs. 50,000/- p.m. to 60,000/- commensurate with qualification and experience.

Project Associate (4) Code-PAS 02 (FS&ELDS)

**Qualification:**

**Essential:** Minimum 55% marks in Master's degree in Child Development, Psychology; Early Childhood Care and Education; Social Work with NET/M.Phil or Ph.D. desirable and with at least 3 years of research experience. She/he should have good analytical and writing skills, good communication skills and should be able to coordinate research projects, and prepare reports. The candidate is expected to undertake extensive field visits/ travel as and when required for the project especially for the states of Maharashtra and Rajasthan.

**Desirable:** Experience of working in a team.

**Duration:** Initially for 6 months with a possibility of further extension.

**Consolidated Remuneration:** Rs. 40,000/- p.m. to 45,000/- commensurate with qualification and experience.

Project Associate- Odisha (1) Code- PASO-03-(NIH)

**Qualification:**

**Essential:** Minimum 55% marks in Master's degree in Child Development, Psychology; Early Childhood Care and Education; Social Work with NET/M.Phil and at least 3 years of research experience. She/he should have good analytical and writing skills, good communication skills and should be able to monitor and evaluate research methodologies, prepare training manuals, conduct trainings, prepare and write reports. The candidate is expected to undertake field visits/ travel within the states and Delhi as and when required. This position will be based in Odisha. The selected candidate will be co-ordinating with the Delhi team.

**Desirable:** Doctoral degree in relevant subject.

**Duration:** Initially for 6 months with a possibility of further extension.

**Consolidated Remuneration:** Rs. 40,250/- p.m. commensurate with qualification and experience.

**Project Associate -Communications (1) Code PAC 04- (CIFF)**

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**Qualification:**

**Essential:** 55% marks in Master's degree in Communications, Journalism, Public Relations; or related field with at least 3 years of progressively responsible professional work experience in social sector related to child rights/child development/ education in the field of advocacy, information and communication through media agencies, corporate and civil society partners. Should have a strong knowledge of Information Education Communication strategies.

The selected candidate will be required to develop/upgrade an Advocacy portal, maintain the website, develop advocacy materials and develop communication strategy for the Centre. Fluency in English speaking and writing skills will be preferred.

**Desirable:** Doctoral degree in relevant subject.

**Duration:** Initially for 6 months with a possibility of further extension.

**Consolidated Remuneration:** Rs. 40,000/- p.m. to 45,000/- commensurate with qualification and experience.

**Project Assistant (3) Code PA 05(FS&ELDS)**

**Qualification:**

**Essential:** Minimum 55% marks in graduation in Child Development, Child Psychology; Early Childhood Care and Education; Social Work with some research experience will be an advantage. She/he should have good analytical and writing skills, good communication skills and should be to do research and studies, prepare and write reports. The candidate is expected to undertake field visits/ travel wherever required. The selected candidate will be required to provide regular support to Project Associate for the tasks defined.

**Duration:** Initially for 6 months with a possibility of further extension

**Consolidated Remuneration:** Rs. 20,000/- to 25,000/- p.m. (consolidated) commensurate with qualification and experience.

**Project Officer (1) Code PO 06 – (CIFF)**

**Qualification:**

**Essential:** Minimum 55% marks in Master's degree in Social Work/ Social Sciences/ Child Development/Psychology. At least 4 years of relevant experience of managing and coordinating projects and research studies. Substantial experience in managing projects and budgets, coordinating with multiple donor organization would be needed. Strong communication and writing skills are a must. Prior experience of working in Government sector and in the area of early childhood development would be an asset. The candidate is expected to undertake field visits/ travel as and when required for the project.

**Duration:** Initially upto 31<sup>st</sup> Dec. 2014 with a possibility of further extension.

**Consolidated Remuneration:** Rs. 40,250/- p.m. commensurate with qualification and experience.

**Administrative cum Secretarial Assistant (1) Code AA 07- (FS&ELDS)**

**Qualification:** Minimum 50% marks in graduation. Some experience in office administration, accounts, managing office files, working knowledge in computer. Provide assistance to the project staff. Prior experience of working in Government sector will be an advantage.

**Duration:** Initially upto 31<sup>st</sup> Dec. 2014 with a possibility of further extension.

**Consolidated Remuneration:** Rs. 15,000/- p.m. commensurate with qualification and experience.

**Multi-Tasking Staff (1) Code MTS 07 - (FS&ELDS)**

**Qualification:** 10<sup>th</sup> Pass with some experience of working in offices, helping the staff in day to day work.

**Duration:** Initially upto 31<sup>st</sup> Dec. 2014 with a possibility of further extension.

**Consolidated Remuneration:** Rs. 10,000/- p.m. commensurate with qualification and experience.

Please note that all the above mentioned positions require frequent travelling. Applicants who are willing to travel should only apply.

Application in the prescribed format with detailed resume may be sent through email as PDF or word attachment to [ceeed.recruitment@gmail.com](mailto:ceeed.recruitment@gmail.com) latest by **06-11-2014**. **Please mention the name of the position and the respective code number in the subject line of the email along with your application in a prescribed format. (Application format need not be submitted by MTS applicants; only resume with covering letter may be submitted).**

*Please note that all the engagement would be purely on temporary/contractual basis for the specified period of time and based on projects.*