

Bharat Ratna Dr B R  
Ambedkar University, Delhi



भारत रत्न डॉ. बी. आर.  
अम्बेडकर विश्वविद्यालय, दिल्ली

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

F. No. AUD/CECED/ 14-2C/ 2017-18/1/14-06-17

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: 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 10 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.

#### **Senior Project Associate (Code- SPA)**

**Vacancy:** One position (Initially for six months with the possibility of further extension).

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

- Master’s degree in Early Childhood Care and Education (ECCE) (preferably) or Child Development, Psychology, Education, Social Work and Social Science with 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/ Ph.D, the same may be relaxed by 1 year.
- Willing to undertake extensive field visits/travel to different parts of the city especially in Delhi.
- Should have experience of leading a team of 12 to 15 people.
- Experience in the social sector and work in projects related to child development/education/ child rights or related area.
- Should have good analytical, writing and communication skills.
- Should be able to strategize, plan, monitor, coordinate and evaluate research/intervention/ provide technical support to projects and prepare reports.
- Computer Proficiency is must.

**Job Description**

- Lead the planning, implementation and monitoring of the project and its activities.
- Oversee the set up and management of the Centres.
- Prepare project reports, documentation, work plans and monitor deliverables in consultation with the team and faculty-in-charge in order to ensure timely delivery.
- Manage project budget, do financial planning and keep a track of the project grant and expenditures for effective timely utilization of the budget.
- Prepare reporting formats for the project and centres.
- Organize 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.

**Emolument:** The monthly consolidated payment will be Rs. 56,080/-..

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

**Vacancy:** One Position (Initially for six months with the possibility of further extension based on the requirement).

**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 3 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 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.
- Undertake extensive field visits/ travel related to the project whenever required.
- 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.

**Emolument:** The monthly consolidated payment will be Rs. 40,250/-

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

**Vacancy:** One position (Initially for six months with the possibility of further extension).

**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 3 years of relevant job experience in the field of ECCE, Nursery teaching, Pre-school 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 and
- Should be able to coordinate project activities and prepare reports.
- Should have good analytical, writing and communication skills.
- Undertake extensive field visits/ travel related to the project whenever required.
- 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.

**Emolument:** The monthly consolidated payment will be Rs. 40,250/-

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

**Vacancy:** One Position (Initially for six months with the possibility of further extension).

**Qualification & Eligibility criteria:**

- Master’s degree in Social Sciences, preferably in Early Childhood Care and Education (ECCE)/Education/ Communication/ English with a good academic record.
- At least 3 years of experience in technical writing, process & video documentation of community activities preferably in social development programs
- 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 software. Experience of working in a team or leading a team and good analytical skills.
- Willing to undertake extensive field visits/travel to different parts of the city as and when required for the project.

**Job Description**

- Lead advocacy & communication activities, process documentation and video documentation.
- 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 and monitor enrolment drives, drives for dropouts.

- 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
- Monitor and coordinate the advocacy & documentation activities under the guidance of the technical core team.
- 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.

**Emolument:** The monthly consolidated payment will be Rs. 40,250/-

**Mentors (Code- M)**

**Vacancy:** Five position (Initially for six months with the possibility of further extension).

**Qualification & Eligibility criteria:**

- Master’s degree in Early Childhood Care and Education (ECCE)/Child Development/ Education/ Special Education with a good academic record along with three years of relevant job/ teaching / field experience especially in the field of ECCE **OR** Bachelor’s degree in ECCE, Child Development, Special Education, Education with a good academic record along with five years of relevant job/ teaching/ field experience especially in the field of ECE.
- Willing to undertake extensive field visits/travel to different parts of the city.
- Experience of leading a team of 5 to 7 individuals.
- Good analytical, writing and communication skills
- Able to plan, monitor, coordinate and provide technical support to projects and prepare reports.
- Able to interact with the local community.
- Computer Proficiency is must.

**Job Description**

- Each Mentor will be in charge of 2 centres at least.
- Support the development of the curriculum.
- Lead the team in setting up of the Centres, ensure the supplies and manage Centres and their functioning.
- Organize training workshops, coordinate meetings/ conferences/ workshops/ consultations related to the project.
- Coordinate meetings in the community as and when required.
- Provide mentoring and training to ECE teachers
- Prepare reports, documents, work plans and monitor deliverables in consultation with the team and faculty-in-charge in order to ensure timely deliverables.

- Undertake extensive field visits/ travel related to the project whenever required
- Manage centre budget and do financial planning

**Emolument:** The monthly consolidated payment will be Rs. 40,000/-.

**Project Assistant (Advocacy, Communication & Process Documentation) (Code- PA-ACD)**

**Vacancy:** Two Position (Initially for six months with the possibility of further extension).

**Qualification & Eligibility criteria:**

- Master’s degree in Social Sciences, preferably in Early Childhood Care and Education (ECCE)/Education/ Communication/ English with a good academic record.
- Some experience in technical writing, process and video documentation of community activities preferably in social development programmes is preferable..
- Strong command on English & Hindi languages (for verbal and written communication).
- High level of proficiency in Word, PowerPoint, Corel Draw along with video editing software.
- Experience of working in a team or leading a team and should have good analytical skills.
- Willing to undertake extensive field visits/travel to different parts of the city as and when required for the project.

**Job Description**

- Assist in advocacy and communication activities, process documentation and video documentation
- Assist in the planning and implementing community mobilization strategy of the catchment area and ensure community sensitization on the program objectives
- Support team in preparation of Training Package on ECE.
- Ensure the understanding and participation of the target population.
- Organize and monitor enrolment drives, drives for dropouts.
- Assist in organizing the 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
- Assist in monitoring and coordination of the advocacy & documentation activities under the guidance of the technical core team.
- Provide technical support to the team and ensure timely implementation of the advocacy campaigns, preparation of communication materials and conducting trainings as per the project plan.
- Coordinate with the stakeholders of the project as and when required.
- Undertake extensive field visits/ travel related to the project whenever required.

**Emolument:** The monthly consolidated payment will be between **Rs. 20,000** to **Rs. 25,000/-** commensurate with qualification and experience.

**Project Assistant (Curriculum Development) (Code- PA-CD)**

**Vacancy:** Two Positions (Initially for six months with the possibility of further extension).

**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.
- Experience in teaching or curriculum development in the field of ECE along with the experience of working in a team.
- Should be able to assist in the coordination of the project activities and in the preparation of the reports.
- Should have good analytical, writing and communication skills.
- Undertake extensive field visits/ travel related to the project whenever required.
- Computer Proficiency is a must.

**Job Description**

- Assist in Curriculum Development and Training
- 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.

**Emolument:** The monthly consolidated payment will be between **Rs. 20,000** to **Rs. 25,000/-** commensurate with qualification and experience.

**Administrative cum Secretarial Assistant (Code- ASA)**

**Vacancy:** One Position (Initially for six months with the possibility of further extension).

**Qualification & Eligibility criteria:**

- Graduation (Bachelor’s degree in Administration / Management will be an advantage) with minimum 50% marks.
- At least 2 years of experience in office administration, accounts, managing office file, noting and drafting, stock management, etc. Experience of working in Government sector will be an advantage.
- Should have good analytical, writing and communication skills.
- Computer Proficiency is a must.

**Desirable:**

- Knowledge of Tally Software.
- Shorthand.

**Job Description**

- Handle office administration and initiate notes whenever required.
- Manage office files and documents and its inward/outwards movement.
- Support in handling accounts.
- Enter data on computer.
- Diary entry of the files/documents and managing file movement register, stock entry register, asset issuance register, etc.
- Provide assistance to the CECED/SES staff for day to day administrative work.
- Maintain office records, equipment and stock register.
- Arrangement during meetings, workshops, etc.
- Maintain Library Section
- Work on any other work given.

**Emolument:** The monthly consolidated payment will be between **Rs. 15,000** to **Rs. 20,000/-** commensurate with qualification and experience.



**D. 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, (2) Monitoring, measuring and documenting of quality, (3) Advocacy for ECE Quality Promotion. Under this project, CECED is looking for professionals in various positions.

**Project Associate- (Code-PAS)**

**Vacancy:** Two Positions (Initially till December 2017 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 3 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 good analytical, writing and communication skills.
- Undertake extensive field visits/ travel related to the project whenever required.
- 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.
- 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.

## 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 University 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; and
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. Send your application in the prescribed format with your updated CV through email as PDF or word attachment to [ceced.recruitment@gmail.com](mailto:ceced.recruitment@gmail.com) latest by 30<sup>th</sup> June 2017 (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.***
5. Applications without the application in a prescribed format, CV or without mentioning the post applied for will not be accepted.
6. 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'**.
7. 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.
8. 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.