



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

F. No. AUD/CECED/14-2C/2018-19/1/18-04-18

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:

1. 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.
2. ECE Trainers Package & Policy Brief (TP&PB), the team will be developing an ECE Trainer's Package for states to provide them with the training plans and module along with session wise scripts, presentations and audio-visual material which will provide an in depth understanding and guidelines to the trainers while planning training sessions on Early Childhood Education. In addition, the team will also develop the policy briefs on themes related to ECE to educate and inform policy makers and practitioners on key concepts and practices.
3. Standardization of Assessment Tools, In view of the SDG's and locus of attention on assessment in the area of early childhood, CECED initiated the work on refining the tools used in the research

studies and standardizing the same on Indian population. These tools could be used at the national level to assess if the children are developmentally on track and also assess the quality of programs available to the children as there is no or little evidence regarding how the national ECCE policy is being implemented in early childhood centers across the country.

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

Vacancy: Two Positions (Initially till 31st October 2018 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/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: Two Position (Initially till 31st October 2018 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 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/-.

Senior Project Assistant (Code- A03-SA- TP & PB)

Vacancy: One Position (Initially till 31st December 2018 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 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/-.

Senior Project Associate (Code- A04-SPA-SAT)

Vacancy: One position (Initially till 31st December 2018 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 preferably in a national level.
- Experience in social sector related to child rights/child development/education or working in settings with children.
- Proficiency in SPSS is preferred
- 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/-.

Programme Manager (Code- A05-PM)

Vacancy: One position (Initially till 31st 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 - 50,000/- commensurate with the qualification & experience.

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- B06-SPA-Bihar)

Vacancy: One position (Initially till 31st 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/-.

Project Associate- (Code- B07-PAS-Bihar)

Vacancy: One Position (Initially till 31st December 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/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/-

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- C08-SA-Raj)

Vacancy: One Position (Initially till 31st 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: Technical Assistance on Early Childhood Education, West Bengal

Under the project titled ,“**Technical Assistance on Early Childhood Education, West Bengal**” supported by UNICEF, West Bengal, the Centre for Early Childhood Education and Development (CECED), Ambedkar University Delhi intends to support UNICEF West Bengal to provide technical assistance on Early Childhood Education (ECE) to the Integrated Child Development Scheme (ICDS) programme in the state of West Bengal. 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 West Bengal for the conducting the activities of the project.

Senior Project Assistant (Code- D09-SA-West Bengal)

Vacancy: One Position (Initially till 28th 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 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/-.

E. Project: Early Childhood Development and Pre-School Programs in Odisha supported by Yale University

Under the project titled “Early Childhood Development and Pre-School Programs in Odisha” supported by Yale University, the Centre for Early Childhood Education and Development (CECED), Ambedkar University Delhi intends to provide technical support to Yale University for conducting research on pre-school program prevalent in Aanganwadi Centre (AWC). The project has activities related to early childhood care and development such as development of ECCE resources such as curriculum, pre-school kit, training modules etc., capacity building of the mentors and conducting assessment using different evaluative tools. The project requires frequent travel to Odisha State for the conducting the activities of the project.

Senior Project Assistant (Code- E10-SA-Odisha)

Vacancy: One Position (Initially till 31st December 2018 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, education, teacher education *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/-.

F. Project: Early Literacy Initiative, TISS

Senior Project Assistant (Code- F11-SA-ELI)

Vacancy: One Position (Initially till 31st December 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 academic record.
- At least 2 years of research/teaching experience in the area of early childhood. *In case the candidate has an M.Phil/ Ph.D, the same may be relaxed by 1 year.*
- Fresher may also apply
- Experience in the field of early language and literacy would be preferred.
- 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. 25000 - 30,000/- commensurate with the qualification & experience.

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 if required;
 - 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. Send your CV in the prescribed format given through email as PDF or word attachment to ceced.recruitment@gmail.com latest by Sunday, 6th May, 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.*
5. Applications not submitted in a prescribed format or without mentioning the post applied for will be rejected.
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. Only selected candidate will be informed about his/her selection after interview.

9. 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.

V. Datta



Director
Centre for Early Childhood Education & Development
Ambedkar University, Delhi
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Website : www.aud.ac.in, www.ceced.net

CECED APPLICATION FORM

(All fields in the forms are mandatory to be filled. An incomplete form submitted will be treated as rejected.)

Exact Name of Position applied for:		
Code of the Post:		
Name:		
Father's / Husband's Name:		
Date of Birth (DD/MM/YYYY):	Gender:	Marital Status:

Address / Contact Details:

Address (Present): State: Pin: Contact No:	Address (Permanent): (Write Same if same as Present Address) State: Pin: Contact No:
E-mail Id for Correspondence:	Alternate E-mail Id for Correspondence (If any):

Languages Known: (Write "Y" / "N")	English	Hindi	Others (Plz mention)
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Computer Proficiency:

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Academic / Professional Education Summary: (Starting from most recent. Add additional rows if require)

From (MM/ YY)	To (MM/ YY)	Degree / Diploma	University / Institute	Specialization / Subjects	Percentage / Grade

Work / Experience Summary :(Starting from current / most recent. Add additional rows if require)

From MM/YY	To MM/YY	Total period (year/Months /days)	Organization	Designation	Type of assignment (Full time/ part time/ consultancy)	Responsibilities
Total Experience (In Years & Months):				Relevant Experience to the post applied (In Years & Months):		
Current / Last Salary drawn pm (In INR):				Notice Period/Joining Time (Days):		

Details of Internship / Workshops/Conferences/Trainings Attended (If any):

Details of Publications / Paper Presentations / Important Project (If any):
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Declaration:

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect or I do not satisfy the eligibility criteria my candidature will be cancelled, without assigning any reason thereof. I have read the content of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.

Name:

Place :

Date :

Disclaimer:

The applicants are required to submit the duly filled application on or before the due date and time, failing which the application of the said applicant shall be treated as non-responsive. CECED, AUD shall not be responsible for late receipt or non-receipt of application/s for any technical reason or whatsoever. The applications received after due date and time shall not be considered.