



CENTRE FOR EARLY CHILDHOOD EDUCATION AND DEVELOPMENT (CECED)

F. No. AUD/CECED/14-2C/2019-20/Recruitment/3

Dated – 29.5.2019

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

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 8 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 one experienced research professional for this project to manage the research activities and one Communication personnel to do process documentation of this project, manage CECED's communication activities.

Project Associate- Research (Code- A01- PAS-R)

Vacancy: One Position (Till 31st March, 2020 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 experience preferably 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 and leading a team.
- Experience in data collection and analysis
- Strong report writing skills.
- Experience of working 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.
- Computer Proficiency with knowledge of various research related software 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 and conduct research activities like data collection, data entry, data analysis.
- Prepare research tools, 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.
- Any other task assigned by Director, CECED.

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

Project Associate- (Advocacy, Communication & Documentation) (Code- A02- PAS-ACD)

Vacancy: One Position (Till 31st March, 2020 with the possibility of further extension subject to the requirement of the project and funding).

Qualification & Eligibility criteria:

- Master's degree in Mass Communication/Journalism/Public Relations or any other related technical field.
- At least 4 years of experience in communication field. *In case the candidate has an M.Phil/ Ph.D, the same may be relaxed by 1 year*
- **Strong content writing skills, process & video documentation of community activities** preferably in social development programs.
- Ability to create training manuals with innovative media methods, pictorial presentation and creative media illustrations, power point presentations
- 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 Ms - Word, PowerPoint, Corel Draw along with video editing and other related softwares.

- Experience of working in a team or leading a team and good analytical skills.

Job Description

- Lead advocacy & communication activities, process documentation
- Undertake regular photo and video documentation of planned project/ CECED activities.
- Support in updating of web-portal, social media, campaigning and public advocacy.
- Monitor and coordinate the advocacy & process documentation activities under the guidance of the technical core team.
- Support the team in the preparation of audio-video material related to the project activities.
- 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 National Conferences, Seminars, Workshops and Events, Advisory Committee Meetings as and when required.
- Support in development and organization of the training materials, visual aids, and other education materials
- Provide technical support to the project teams and ensure timely implementation of the advocacy campaigns, preparation of communication material and trainings as per project plan.
- Coordinate with the stakeholders as and when required.
- Prepare CECED Annual Report, Newsletters and any other print material
- Undertake extensive field visits/travel related to the project whenever required.
- Any other task assigned by Director, CECED.

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. Send your CV in the prescribed format through email as PDF or word attachment to ceced.recruitment@gmail.com latest by **9th June 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.
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. 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.

 Director (b) 
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