

ADVERTISEMENT FOR VARIOUS POSITIONS UNDER CECDR

S.No	Position	Number ⁱ	Disciplines / Thematic Areas	Qualifications	Consolidated Pay	Terms ⁱⁱ
1	Senior Fellow	2	<ul style="list-style-type: none"> Human Development Early Childhood Development 	<p>Essential: Master's Degree in the relevant subject with at least 55% marks or equivalent CGPA.</p> <p>Desirable: At least 8 years of experience of working in the field of ECD / CD with an NGO/ Govt System / Institute in a multi-disciplinary environment. Experience of leading action programmes/ research and large scale studies</p>	85000 per month + 6% annual increment on performance	Initially for a period of two years, extendable on need and performance
2	Fellow	6	<ul style="list-style-type: none"> Child Development Psychology Education Nutrition Social Work Human Development Inclusion Cognitive Neurosciences 	<p>Essential: Master's Degree in the relevant subject with at least 55% marks or equivalent CGPA.</p> <p>Desirable: At least 5 years of experience of working in the field of ECD / CD with an NGO/ Govt System / Institute in a multi-disciplinary environment. Experience of leading action programmes/ research and large scale studies</p>	75000 per month + 6% annual increment on performance	Initially for a period of two years, extendable on need and performance
3	Research Officers	2	<ul style="list-style-type: none"> Social Research 	<p>Essential: Master's Degree in the cognate disciplines with at least 55% marks or equivalent CGPA.</p> <p>Desirable: At least 3 years of</p>	40000 per month + 6% annual increment on performance	Initially for a period of two years, extendable on need and performance

				experience of leading & conducting cutting edge research in large research organisations / settings. Familiarity with data processing and analysis softwares.		
4	Research Associate	2	<ul style="list-style-type: none"> • Social Research 	<p>Essential: Master's Degree in the cognate disciplines with at least 55% marks or equivalent CGPA.</p> <p>Desirable: At least 2 years of experience of conducting cutting edge research in large research organisations / settings. Familiarity with data processing and analysis softwares.</p>	35000 per month + 6% annual increment on performance	Initially for a period of two years, extendable on need and performance
5	Programme Officer	2	<ul style="list-style-type: none"> • Capacity Building • Alternative Care 	<p>Essential: Master's Degree in the cognate disciplines with at least 55% marks or equivalent CGPA.</p> <p>Desirable: At least 2 years of experience of working in the field of ECD / CD with an NGO/ Govt System etc</p>	35000 per month + 6% annual increment on performance	Initially for a period of one year, extendable on need and performance
6	Research Assistants cum Counselors	1	<ul style="list-style-type: none"> • Family Strengthening & Alternative Care 	<p>Essential: Master's Degree in Social Work, Applied Psychology, Psychology, Counseling, Early Childhood Development (ECD) with at least 55% marks or equivalent CGPA.</p> <p>Desirable:</p>	25000 per month + 6% annual increment on performance	Initially for a period of one year, extendable on need and performance

				RCI registered counselor At least 2 years of experience of working in the field of counseling with an NGO/ Govt System etc Experience of action research.		
		1	Law related to Foster Care / Adoption etc	Essential: Bachelor's Degree in Law with at least 5.5 CGPA <i>Desirable</i> At least two years of practice experience	25000 per month + 6% annual increment on performance	Initially for a period of one year, extendable on need and performance
7	Assistant	1	Finance & Accounts	Essential: M Com with at least 55% marks. At least 5 years of experience of handling finances and accounts in an educational institution. <i>Desirable:</i> MBA Finance / at least CA (Inter)	35000 per month +6% annual increment on performance	Initially for a period of two years, extendable on need and performance
8	Assistant	1	Administration	Essential: Post-Graduate in any discipline with at least 55% marks. At least 5 years of experience of handling administrative matters in an educational institution. <i>Desirable:</i> Commerce / Management background	35000 per month + 6% annual increment on performance	Initially for a period of two years, extendable on need and performance
9	Semi-Professional Assistant	1	Documentation / Library etc	Essential: B Lib Science <i>Desirable:</i> At least 2 years of working experience in a library / documentation setting	30000 per month +6% annual increment on performance	Initially for a period of one year, extendable on need and performance

ⁱ The number of vacancies under each position / category can vary as per the needs of the CECDR and the selection committee may or may not fill all positions.

ⁱⁱ For detailed terms and conditions please refer to XXXX

S.No	Position	Job Description
1	Senior Fellow	<ul style="list-style-type: none"> • Develop research work plans, develop grant proposals and assist in grant completion and submission processes • Lead, coach, and develop the programme / thematic team • Conduct cutting edge / large scale research on ECD themes • Teach courses at Ph D and Masters Level • Engage in policy advocacy, analysis etc • Develop innovative ECD programmes and implement extension activities • Organise conferences, seminars, symposia, workshops, training and capacity building activities etc • Such other work as may be assigned.
2	Fellow	<ul style="list-style-type: none"> • Develop research work plans, develop grant proposals and assist in grant completion and submission processes • Work as part of the programme / thematic team • Teach courses at Ph D and Masters Level • Conduct cutting edge / large scale research on ECD themes • Engage in policy advocacy, analysis etc • Develop innovative ECD programmes and implement extension activities • Organise conferences, seminars, symposia, workshops, training and capacity building activities etc • Such other work as may be assigned
3	Research Officer	<ul style="list-style-type: none"> • Develop grant proposals and assist in grant completion and submission processes. • Ensure and verify that all research projects and tasks are on schedule. • Undertake research using appropriate tools with the aim of providing information and analysis on a policy issue and its development; • Provide information on what research is already available in a policy area, including in cross cutting areas involving ECD, towards preparation of papers and technical presentations as required; • Prepare and, or as required, contribute to the preparation and delivery of written and oral reports, papers and briefings; • Coordinate and manage research activities on ground including staff etc

4	Research Associate	<ul style="list-style-type: none"> • Support senior research staff in the conduct of research activities • Prepare and or as required, contribute to the preparation and delivery of written and oral reports, papers and briefings; • Coordinate and manage research activities on ground including staff etc • Develop materials and other requirements for programme staff/ fellows etc
5	Research Assistant cum Counsellor - Family Strengthening	<ul style="list-style-type: none"> • Counsel prospective foster parents / children • Maintain close relations with CWC / DCPU etc for the successful implementation of the Foster Care programme • Identify key issues and develop advocacy plans for the foster care programme in India • Conduct action research
6	Research Assistant cum Counsellor -Law related to Foster Care / Adoption etc	<ul style="list-style-type: none"> • Counsel prospective foster parents from a legal perspective • Prepare / Vet legal documentation etc • Maintain close relations with CWC / DCPU etc for the successful implementation of the Foster Care programme • Identify key issues and develop advocacy plans for the foster care programme in India • Conduct action research
7	Programme Officer	<ul style="list-style-type: none"> • Develop comprehensive thematic outreach programmes for implementation • Develop and manage the programme components, including field staff, network partners etc • Implement programmes as per the requirements and schedule of activities • Prepare regular reports and present to management • Manage programme budget and prepare financial statements etc
8	Assistant - Finance & Accounts	<ul style="list-style-type: none"> • Prepare budget forecasts and develop financial plans • Maintain multi donor accounts • Submission of returns / utilization certificates/ statements of expenditures etc • Monitor the budget and cash flow etc • Prepare the bills etc for submission to accounts in Jamia • Liaison with funding agencies

9	Assistant - Administration	<ul style="list-style-type: none">• Maintain all academic records of students• Conduct of Admissions / Examinations etc in
10	Semi- Professional Assistant	<ul style="list-style-type: none">• Develop and maintain the library / documentation centre• Develop procedures for acquisition / of books• Accession of all books, films, tests etc• Upkeep and maintenance of the library / documentation centre