**Job Description- Science Coordinators and Science Resource Persons**

Centre for Microfinance and Livelihood (CML; [www.cmlnortheast.com](http://www.cmlnortheast.com) ) is an Initiative of the Tata Trusts, imbibes the larger vision, values and goals of the Trusts, carrying along with it, its core competence in capacity building, linkage and facilitation. Education is one of the key intervention areas of CML which focuses on enhancing quality education in government schools by partnering with government and community. The programme addresses the key issues of learning outcomes in classrooms, development and use of teaching learning materials and teachers education.

**About Education Programme**

Education programme under Tripura State Initiative is jointly implemented by CML and Tata Trusts in Khowai District of Tripura. The state of Tripura has a large tribal population and culturally diverse demography. Though it has an adequate network of schools and a favorable teacher/student ratio in most schools, yet there is a need to improve academic quality. Government of Tripura in collaboration with CML-Tata Trusts has expressed interest in improving the quality education across all the existing government schools (99 schools, approx. 9000 students) in Tulasikhar block of Khowai district under the Tripura State Initiative, an umbrella programme with focused intervention in Dairy, Fisheries, Skill Development, Education, Health and Nutrition.

The Education Project aims to improve the learning levels of students belonging to classes I to X.

1. **Science Coordinator**

**Roles and Responsibilities -**Science coordinators expected to contribute in to following area.

* 1. Working with all the assigned schools and conducting regular schools visits
  2. Regularly supplement classroom processes through Hands-on science exposures
  3. Provide support to science resource person in Professional development of the teachers- training on content and pedagogy in the block
  4. Provide support to Science Resource person in setting up science centre and conducting various centre activities
  5. Providing support to all science related implementation activities in the block
  6. Coordinating with other science cordinators and resource person in conducting Teachers forum ,science mela/fair.
  7. Capacity building – participating in all capacity build and training activities.
  8. Data collection and reporting – regular reporting and mainting school profile.

**No. of position- 2**

**Location – Tulashikhar, Khowai District, Tripura.**

**Minimum Qualification**- Graduation in Science /applied science or any other equivalent degree. He/she should know local language - Bengali and/or Kokborak

Desirable – 1-2 years of work experience in primary/secondary school teaching.

**Remuneration**- Rs.12000 to14000

1. **Science resource person**

**Roles and Responsibilities -**Science Resource Person is expected to coordinate all science activities in the block

1. He/she will be single point of contact for all the science activities in the block.
2. Provide support to Programme manager in setting up block level science centre.
3. Manage and keep track of science centre resources- mainting log file and utilization details.
4. Plan and conduct varius science activities through science centre in alignment with broader vision of education activities in the block.
5. Working closely with all science teachers of the block and conduct regulary teacher's training with support from external resource person.
6. Plan and conduct science fair/mela.
7. To guide science coordinators in arranging Teachers forum.
8. Provide support to Program Manager in district liaisoning.

**No. of position- 1**

**Location –Khowai District, Tripura.**

**Minimum Qualification**- Post Graduation degree in pure science.

Desirable – 2-3 years of experience in teaching/rural development. He/she should know local language - Bengali and/or Kokborak

**Remuneration**- Rs.20000 to 25000

**How to apply-**Apply under Subject name **CV\_ Education programme** at [anupama@tatatrusts.org](mailto:anupama@tatatrusts.org) and [cmladmin@tatatrusts.org](mailto:cmladmin@tatatrusts.org). Kindly submit your CV /Biodata in below prescribed format by **-30th May 2018**

**Centre for Micro Finance & Livelihood (CML), an Initiative of Tata Trusts**

|  |  |
| --- | --- |
| **Position Applied for** |  |

1. **Name ( In Capital Letters)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **First Name** | **Middle Name** | **Last Name** |

1. **Name of the Guardian:**

|  |  |
| --- | --- |
| **Name** | **Relationship** |
|  |  |
|  |  |

1. **Address:**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Permanent** | **Correspondence** |
| **House/Flat No.** |  |  |
| **Village/Town/City** |  |  |
| **PO** |  |  |
| **PS** |  |  |
| **PIN Code** |  |  |
| **Mobile** |  |  |
| **E Mail ID** |  |  |

1. **Other Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sex ( √)** | **M /F / 3rd Gender** | **Marital Status( √)** | **Married/Single/Widow/Divorced/Separated** |
| **Date of Birth** | **Day-** | **Month-** | **Year-** |

1. **Academic Qualification: 10th onward----**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination Passed** | **Year of passing** | **Board/University** | **% of marks obtained** | **Division/class** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6. Other Qualification, If any:**

1. **Professional Experiences:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Employer** | **Designation** | **Core Responsibilities** | **Period** | **Duration in month** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Experience of Group and / Or Social Activities:-**
2. **Training & Exposures ( If Any)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No.** | **Name of the Training** | **Organizing Agency** | **Duration** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Language /Skill/Proficiency ( {Please Specify, H- High, M-Moderate, L- Low)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No** | **Language** | **Speak** | **Read** | **Write** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

.

1. **Reference: (One reference must be from the Head of the organization you last worked with**)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No.** | **Name** | **Organization** | **Address with Contact No. & Email ID** |
|  |  |  |  |
|  |  |  |  |

**Undertaking:**

I, hereby declare that the information provided above is true to the best of my knowledge.

**Place: Signature**

**Date:**

.