

## Research Associate (RA)

**Location:** New Delhi with travel

**Status:** Full-time

**Deadline:** 25 June 2019

### About Accountability Initiative

We are a research group which works on strengthening transparency and accountability in governance. We identify and analyse the reasons that work against efficient public services delivery in India. We provide evidence to policymakers, development practitioners, academics, the media and the public for positive transformational change in malfunctioning government systems.

Our vision is to enable Responsive Governance. We believe this can be achieved if institutions are designed in a transparent and accountable manner and are responsive to citizen demands, and there is an informed and mobilised citizenry which can draw upon these platforms. Our mission is to increase both through research and dialogue.

We are a part of the Centre for Policy Research, one of India's leading public policy think tanks. We currently have operations and staff in 5+ Indian states.

### Role Summary

The selected candidate will facilitate AI's works in three areas. Firstly, we intend to understand public administration and the implementation gaps in key social sector schemes. The position involves engaging in studies on budgetary and administrative research on government schemes and programmes. It will entail working with both the research team at Delhi office as well as the field teams in different states where projects may be operational. Some part of the work will require coordinating with clients as well as external partners such as various government officials, multilateral agencies etc. **The RA is expected to provide functional research and project support of sector agnostic budgetary analysis and public finance in the country, mainly at state and sub-state levels.**

Secondly, we believe that research findings need to be taken beyond published papers to actual practice and scale. This requires identification of learnings and thinking deeply of how practitioners can scale their practices that demonstrate effectiveness. The selected candidate will contribute towards communications activities and learning courses. Thirdly, the selected candidate will collaborate and work as a team with other Research Associates (RAs), to complement their respective tasks under the larger project objective. The role reports to a Senior Researcher at AI.

### Key Tasks and Responsibilities

- **Coordinate and support a portfolio of research projects:**
  - Support the Senior Researcher to develop appropriate research design in response to the central research problem - including quantitative and qualitative - aspects as necessary.
  - Coordinate and support primary and secondary data collection from the field associates as per the scope of the research study.
  - Plan, implement and monitor project progression with attention to detail on project requirements and outputs.

- Utilise AI's resources judiciously in terms of human resources, physical and economic resources keeping intact the standard and quality of outputs, adhering to policies, procedures and timelines (Project management).
- **Data Cleaning & Analysis:**
  - Support AI with the collection, cleaning and analysis of data from annual state budget documents.
  - Assist in the development of databases for key social sector schemes.
  - Assist in preparing a repository of data on centre-state finances.
- **Teamwork:**
  - Exhibit teamwork with fellow RAs to complement and support each other's work, larger project mandates as directed by the Senior Researcher.
  - Build an effective communication channel with the Senior Researcher and the field team to ensure minimal loss of research progression, challenges and outcomes; Ensure simple articulation of project needs to field staff for best outcomes.
  - Participate in volunteer/enumerator training programmes in the beginning of any data collection stage.
- **Learning & Development, Communication & Dissemination:**
  - Contribute towards AI's internal and external Learning and Development initiatives to build external capacity on theoretical and practical aspects of the Indian social sector.
  - Draft periodic communication collaterals for AI in the form of blogs or budget briefs.
  - Interact with the wider public policy community at conferences, seminars.

The position requires a large amount of quantitative research. The table below gives a brief snapshot of expected skills:

<b>Area</b>	<b>Mandatory</b>	<b>Desirable</b>
Education and work	Master's degree in Economics/Public Policy/Development Studies/ or any other social science discipline.	At least 1-3 years of work experience, primarily on government programmes and schemes.
Data analysis	Strong data analysis skills: Both quantitative and qualitative.	Experience of handling large databases using statistical packages such as STATA, SPSS or R.
Public policy	Basic familiarity with National and State Social Sector Schemes.	In-depth knowledge of Indian polity: on health, education and nutrition, including major social sector schemes.
Other skills	Problem Solving, Stakeholder Management, Communication, Team Management, Report-writing, presentation skills.	Other desirable skills include time and project management skills.
Languages	Fluency in English and Hindi	Working knowledge of other Indian languages.

### **Personal Characteristics and Desired Qualities**

- Ability to follow tasks and work on multiple assignments simultaneously.
- Ability to exhibit attention to detail and work independently.

- Operating style suited to working in a small-organisation setting, where teamwork and resourcefulness are highly valued.
- Willingness to travel frequently in India, mostly to rural settings.

Interested candidates should apply to [info@accountabilityindia.org](mailto:info@accountabilityindia.org) with the subject: **“Application for the post of Research Associate- New Delhi”**.

**Application should include**

- A cover letter describing your background, work experience, interest and suitability for the position;
- A CV, which specifically lists your relevant experience and skills;
- Two writing samples (one short 4-5 pages and one longer);
- 2 references (preferably one professional and one academic);
- LinkedIn profile.

**Note: Each document should be included as a separate attachment to the email with your name clearly mentioned in the file name as well as the content of the file.**