



**Job Title: Research Associate/Executive Assistant - President's Office**

**Employer:** Centre for Policy Research

**Location:** Delhi

**Assignment type:** Full time

**Salary:** Commensurate with qualifications and experience

**About Centre for Policy Research**

Centre for Policy Research (CPR) is India's leading public policy think tank. CPR is a non-profit, non-partisan independent institution dedicated to research that contributes to the production of high-quality scholarship, better policies, and a more robust public discourse about the structures and processes that shape life in India.

**About the Role**

The Research Associate/ Executive Assistant will closely work with the President & Chief Executive to carry out and support research related to social policy, federalism and state capacity. Depending on the study requirements, he/she might have to conduct relevant statistical and econometric analysis using the data collected. In addition, the candidate will be expected to provide summary reports on current affairs and public debates related to areas of CPR's work. The candidate will be expected to assist the President & Chief Executive in her administrative and institution building role as well. This position is ideal for those who are seeking to pursue a career in research, academia, public policy, and international relations.

**Key Responsibilities**

- Assist the President & CEO and other members of senior management in streamlining internal governance and management procedures / systems;
- Support the meetings of the Board and associated sub-committees, faculty meetings, including preparation of agenda, reports, recommendation documents, notes, minutes etc for internal and external use;
- Support the President's office in day to day institutional tasks including fund raising, proposal writing and preparing relevant material, managing administration etc
- Coordinate with external and internal entities for planning the President & CEO and other members of senior management's schedule and meetings
- Develop well researched and succinct notes on topics to facilitate the President & Chief Executive's research and policy work
- Have the flexibility of working on projects ranging from fund raising, to communications, to being staffed on a research project with any particular vertical within CPR, if need be
- Contribute towards a proactive constructive culture and improve team's efficiency; and
- Any other responsibilities as assigned from time to time.

## **Background and Qualifications**

### Education

- Master's in Public Policy, Economics, International Relations or related field is mandatory. Bachelor degrees may also be considered.
- Familiarity with qualitative and quantitative research, policy analysis and statistical analysis packages (e.g. SPSS, Stata, R)
- Candidates should be familiar with the Union Budget, and global and Indian, economic and social databases (preferable but not a must have for the right candidate).

### Work Experience

- Previous experience in development research or work in a similar sector is strongly preferred for well-qualified Bachelor candidate

### Key Competencies

- Fluency in English required; fluency in another Indian language is strongly preferred
- Excellent writing skills
- The successful candidate will be resourceful, detail-oriented and have excellent organizational skills with demonstrated ability to multitask and meet deadlines.
- Flexibility of being staffed on a research project within CPR, that is outside the domain expertise of the President's core research agenda

## **How to apply?**

Interested candidates should send their CVs in PDF format only to [jobs@cprindia.org](mailto:jobs@cprindia.org) . **The filename for the CV should be in the following format: lastname\_cv.pdf (everything in lower case). Please make the subject of the email "Research Associate/Executive Assistant - President's Office."**

The deadline for applying is 31<sup>st</sup> May 22. Only shortlisted candidates will be contacted for the next round.