Job Title: Research Associate

No of Positions: 2
Employer: DAI Research & Advisory Services
Location: Telangana & Tamil Nadu
Assignment type: Full time
Salary: Commensurate with qualifications and experience

About DAI Research & Advisory Services

DAI Research & Advisory Services aims to provide specialist research and evaluation services to Academic Institutions, Government Agencies and Impact Organisations in India, Nepal and Bangladesh. It aims to facilitate a process where research questions emerge from the local policy context and policy and programmatic decisions are guided by research outcomes.

About the Role

The role of the Research Associate is pivotal to the implementation of a project. Depending on the type of research project and the skillset of the Research Associate, the role will entail field based or office-based work, or a combination of both. The Research Associate work closely with Senior Research Associate/ Research Manager to perform a variety of tasks including: designing survey questionnaires, collecting secondary data from published sources and government institutions, checking and analyzing data, coordinating with local program partners, working with data sets, cleaning and running checks to spot errors, and generally preparing data for analysis. Depending on the study requirements, they might have to conduct relevant statistical and econometric analysis using the data collected.

The position offers an opportunity to gain first-hand research management experience including field operations and interactions with government partners while undertaking cutting-edge development research.

Key Responsibilities

- Extensive travel to project sites to monitor and coordinate field activities for primary data collection.
- Assisting in designing survey questionnaires and refining surveying instruments.
- Assisting in preparing funding proposals, budgets, and deliverables for various ongoing and future projects.
- Planning and managing data collection and ensuring data quality and productivity.
- Managing field teams: recruit, train, and supervise both field-based and data operations teams
- Actively engaging in implementation monitoring activities.
- Assisting with data cleaning, preliminary data analysis, and preparation of documents and presentations for dissemination.

Background and Qualifications

<u>Education</u>
- ☐ Bachelor's Degree in Development Studies or Master's in Public Policy/Administration, Economics or related fields is mandatory.
- ☐ Familiarity with qualitative and quantitative research, policy analysis and statistical analysis packages (e.g. SPSS, Stata, R)
- ☐ Knowledge of Survey CTO/ODK/digital data collection (preferred)

<u>Work Experience</u>

This position requires demonstrated management experience in a multi-faceted role, working with multiple stakeholders. Experience working with Governments. Experience in managing teams and interacting with institutional partners is strongly desired. Fresh graduates with excellent management & communication skills can also apply.

<u>Key Competencies</u>

- ● Management skills: Proven ability to handle several different projects/tasks at one time, successfully complete tasks assigned, and meet deadlines. A willingness to work hard, be self-motivated and learn will be essential for doing well in this position. Ability to work independently in the field.

- ● Communication: Attention to detail and advanced writing and presentation skills for communicating with multiple partners. This requires the ability to produce clear, precise, non-technical writing as well as strong social skills.

- ● Language: Full working proficiency in both English and Telugu for Telangana and English and Tamil will be required for Tamil Nadu position. Hindi will be an added advantage.

- ● Strong ability to manage high-level partnerships.

- ● Interest in development and policy-research

- ● Travel: Willingness to travel for extended periods of time to different parts of the state and to meet with relevant stakeholders, government officials and manage projects**.**

How to apply?

Interested candidates should send their CVs in PDF format only to jobs@daiadvisory.in

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_StateName**".