

Job Title: Project Manager (PM)- Global Action for Policy Initiative (GAP)**Employer:** DAI Research & Advisory Services (DAI)**Location:** Delhi/ Remote**Assignment type:** Full time**Salary:** Commensurate with qualifications and experience**About DAI:**

DAI Research & Advisory Services is dedicated to advancing knowledge and driving informed policy decisions through rigorous research and expert consulting services. With a legacy of excellence, DAI has emerged as a trusted partner for academic institutions, government agencies, and organizations seeking evidence-based solutions.

To know more about DAI Research & Advisory Services and its work, visit:

<https://www.daiadvisory.org/>

About the Role:

The Project Manager will closely work with Professor Nishith Prakash (Professor of Public Policy and Economics) and Professor Silvia Prina (Associate Professor of Economics), who are also Co-Directors of Global Action for Policy Initiative (GAP) at Northeastern University. The role of a Program Manager is to support and facilitate Professor Prakash and Professor Prina and other affiliates at GAP in implementing a wide range of activities, including but not limited to writing policy notes, blogs, handling research projects, coordinating meetings with various stakeholders.

This position requires the capacity to work independently and autonomously on a number of research and policy projects simultaneously. The Program Manager will also be expected to plan and supervise research projects, monitor project progress, and support the team members while managing other administrative tasks.

In addition, the Program Manager will also be expected to contribute and participate in broader research discussions within the Global Action for Policy Initiative (GAP) at Northeastern University. This position is ideal for those seeking to pursue a career in think tanks, development consulting or policy research.

Key Responsibilities:

- Assist Professor Nishith Prakash and Professor Silvia Prina and other members of GAP in streamlining governance and management procedures/systems of research projects.
- Support meetings of Professor Nishith Prakash and Professor Silvia Prina including preparation of agenda, reports, recommendation documents, notes, minutes, etc. for internal and external use.

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- Support Professor Nishith Prakash and Professor Silvia Prina’s day-to-day institutional tasks including fundraising, proposal writing and preparing relevant material, managing administrative tasks etc.
- Coordinate with external and internal entities for planning Professor Nishith Prakash and Professor Silvia Prina’s schedule and meetings.
- Develop well-researched and succinct notes on topics to facilitate Professor Nishith Prakash and Professor Silvia Prina’s research and policy work.
- Have the flexibility of working on projects ranging from fundraising to communications to being staffed on a research project, if need be.
- Contribute towards a proactive constructive culture and improve team’s efficiency.
- Any other responsibilities as assigned from time to time.

Background and Qualifications:

Education:

- Bachelors/Masters in Public Policy or Economics is **preferred**. Applicants with related degrees (especially with quantitative coursework) are **also welcome to apply**.

Work Experience:

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

Key Competencies:

- Fluency in English **required**; fluency in another Indian language is **strongly preferred**.
- The successful candidate will be resourceful, detail-oriented and have excellent organizational skills with demonstrated ability to multitask and meet deadlines.
- Knowledge in editing websites is **strongly preferred**.

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 “Project Manager (PM)- Global Action for Policy Initiative (GAP).”**

The deadline for applying is **31st March 2024**. Only shortlisted candidates will be contacted for the next round.