Job Title: Research Associate

Employer: DAI Research & Advisory Services

Location: Chennai, Tamil Nadu, India

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:
www.daiadvisory.org

About the Role

The role of the Research Associate is to support and facilitate the implementation of a project in Tamilnadu.

The position offers an opportunity to gain first-hand research management experience including field operations and interactions with Development economists, policymakers, and grassroots-level organizations while undertaking cutting-edge development research.

Key Responsibilities:

1 Extensive travel to project sites to monitor and coordinate field activities for primary data collection.
2 Assisting in designing survey questionnaires and refining surveying instruments.
3 Assisting in preparing funding proposals, budgets, and deliverables for various ongoing and future projects.
4 Planning and managing data collection and ensuring data quality and productivity.
5 Managing field teams: recruit, train, and supervise both field-based and data operations teams

6   Actively engaging in implementation monitoring activities.

7   Assisting with data cleaning, preliminary data analysis, and preparation of documents and presentations for dissemination.

Background and Qualifications

Education

1   Master's in Public Policy/Administration, Economics or related field is mandatory.

2   Familiarity with qualitative and quantitative research, policy analysis and statistical analysis packages (e.g. SPSS, Stata, R)

3   Knowledge of SurveyCTO/ODK/digital data collection (preferred)

Work Experience

This position requires demonstrated management experience in a multi-faceted role, working with multiple stakeholders. Experience in managing teams and interacting with institutional partners is strongly desired.

Key Competencies

1   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. \

2   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.

3   Language: Full working proficiency in both English and Tamil will be required for this position.

4   Strong ability to manage high-level partnerships.

5   Interest in development and policy-research

6   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 lowercase). Please make the subject of the email "Research Associate"

The deadline for applying is 25th August 2024. Only shortlisted candidates will be contacted for the next round.