Job Description

Job Title: Officer Research

Location: Chennai/Delhi

Experience: 5 Year

JOB PURPOSE

To undertake research studies and publish research products positioning organization research expertise with the multiple stakeholders. The position will support and co-ordinate research within the organization. Within the research team, this role would also ensure that research products are generated and customized for use within and outside the organization. This position will be involved in creating evidence-based content generated from org. India communities. Providing research support for the organization's strategic priorities and building research partnerships are also key objectives of the job.

Key Deliverables:

1. Generating Research Reports, Products and Publications
2. Facilitate and provide support for organization Research Requirements

Travel Requirement	Role Balance		
Frequency: 30 days per year Locations: Domestic and International	People – percentage of time getting things done through others 20%	Scheduling – planning, coordinating 30%	Technical – delivering based on knowledge and skills 50%

Key Accountabilities	
Publish research-based products	- Publish research articles on thematic areas falling under organization scope of work - Produce analytical/research reports on key development issues identified - Support with writing of policy advocacy publications

	Position Organization research work with multiple stakeholders (external and internal)
Initiate and coordinate research efforts within the organization	- Support departments/PMOs/ADPs/Projects as required in policy and research initiatives - Identify high-potential areas which offer scope for research and create research publications - Track and coordinate all researches within the organization - Undertake independent research with a strong quantitative and qualitative analysis
Build partnerships with Academic and Research agencies	- Produce joint research reports/ publications with Academia / NGOs/ Networks/ Media / Corporate etc. - Represent / participate in relevant forums and consultations to position Organization. - Identify and maintain a database of research partners
Support National campaigns and, Strategy Management & Organizational Requirements	- Create evidence-based content for org. Campaigns - Support review and formulation of organizational strategy - Support internal teams with policy & research as required

Role Requirement	
Skills (The leadership skills to do the job) Knowledge & Qualifications (the specific qualifications and knowledge required)	•Professional skills in research and data analysis (both quantitative and qualitative), preparation of research reports. Having a good number of publications of articles in recognized journals is preferred. •PhD / M. Phil. / Masters in Social Work / Post Graduate in Social Sciences / Bio-Statistics •At least 5 years demonstrated working experience in Research and Policy Analysis in the field of development with any reputed national/ international/ donor agency. •Sound understanding of organization philosophies and ethos of development •R&D methods and approaches (including quantitative, qualitative and participatory) •Ability in effective oral and written communication •Excellent interpersonal and presentation skills •Willingness to travel extensively to project sites and elsewhere •Proficiency in English, Hindi and one regional language. •Excellent communication, facilitation, presentation, representation, influencing and interpersonal skills.
Experience (The experience gained - including environment, timeframe and context)	•Experience of leading research programmes and experience in the production of reports, publications, learning products with proven ability to analyse (qualitative and quantitative) data •Significant relevant and proven experience preferably in NGOs, to include: - People Management - Leading, developing and implementing a research - Developing and managing strategic relationships to achieve common goals and objectives Other •Ability to work outside of office hours as the role demands