

JOB PROFILE

Centre for Public Policy Research: CPPR is a public policy research organisation based in Kochi that works in the areas of research promotion, knowledge dissemination and capacity building. We have a talent pool from various parts of the country, who are experienced in handling socio-economic research projects. CPPR believes in engaging the right individuals for its initiatives and efforts in the area of public policy. We therefore welcome people who have a penchant for public policy and display unique skill sets and managerial capacities to work as part of our team.

Job Title	Manager (Research and Projects)
Department	Research and Projects
Location	Kochi
Level	-
Salary	As per industry standards
Contract	-
Reporting Line	Director - Research
Scope of Position	Responsibility to ideate and execute research projects and research papers

Key Responsibilities:

- Responsible for all programmatic activities (Research and Projects)
- Responsible for the quality and content of all projects and research initiatives in CPPR
- Responsible for executing organisational strategies
- Responsible for setting performance goals and meeting those goals
- Networking with potential donors and funders for various projects/research initiatives
- Overall responsibility for meeting reporting deadlines set by clients
- Prepare and identify strategies for engaging with media/public relations, branding and outreach strategies
- Overall responsibility of knowledge resources and database
- Responsible for creating a harmonious and productive working environment

Qualifications and Experience:

- PhD or equivalent degree holders, post-graduates in economics, MBA graduates or graduates in technical background can apply
- Minimum five years of relevant (public policy) experience
- Fluent in English and Malayalam (added advantage)
- Skilled in data analytical software
- Proficient in Word, Excel, Outlook and the Internet
- Interested in interacting with people and good networking skills
- Good analytical and organisational skills
- Proactive problem solver with demonstrated ability to work independently as well as in a team environment
- Organised and capable of multitasking with a high level of attention to detail