

## JOB PROFILE

**Centre for Public Policy Research (CPPR):** CPPR is a Research based organization based in Kochi. CPPR works in areas such as research promotion, knowledge dissemination and capacity building. It has a talent pool from various parts of the country, who are experienced in handling socio-economic research projects. CPPR has always believed 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 in CPPR!

<b>Job Title</b>	<b>Project Associate</b>
<b>Department</b>	Research and Projects
<b>Location</b>	Kochi
<b>Level</b>	-
<b>Salary</b>	As per Industry standards
<b>Contract</b>	-
<b>Reporting Line</b>	Director – Research and Projects
<b>Scope of Position</b>	Responsibility to monitor projects to ensure their timely completion

### **Key responsibilities:**

- Complete projects on time – meet deadlines
- Top notch project management
- Top notch event coordination
- Work with field research team
- Identify future projects
- Build goodwill
- Networking with donors, funders, other stakeholders

### **Qualifications and Experience:**

- Post graduation in Economics , MBA or graduates from technical background can apply.
- Minimum 2 years of relevant (public policy) experience
- Candidates must have managed high-impact and tight-deadline projects before.
- Candidates must be comfortable in working with top level decision makers in the government, funder organisations and with senior external advisors of CPPR
- Knowledge and certification in data science and data analytics.
- Excellent in English and proficiency in one or more Indian vernacular languages
- Must be a proactive problem solver with demonstrated ability to work independently as well as a team environment.
- Organized, able to multi task, high level of attention to detail.