

JOB PROFILE

Centre for Public Policy Research: CPPR is a public policy research organisation 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	Research Assistant
Department	Research and Projects
Location	Bhopal, Madhya Pradesh
Level	-
Salary	As per industry standards
Contract	4 months
Reporting Line	Director - Research
Scope of Position	Responsibility to execute research projects and research papers

Key responsibilities

- Primary data collection
- Data analysis
- Coordinating with government agencies as per project requirements
- Project management
- Ensure that data collected through research tool are complete, accurate and comprehensive
- Maintain current knowledge of government policy decisions with respect to the research subject
- Present research results by writing reports, giving presentations and publishing articles
- Generate content for media outreach

Qualifications and Experience

- Postgraduate degree in economics or commerce or MBA and equivalent experience in these areas
- Experience or knowledge in public expenditure (preferred)
- Good data interpretation skills and clarity in research methodology
- Ability to write research papers and articles
- Minimum one year experience in public policy
- Fluency in English and Hindi
- Proficiency in Word, Excel, Outlook and the Internet
- Good networking skills
- Good analytical and organisational skills
- Must be a proactive problem solver with demonstrated ability to work independently as well as in a team environment
- Organised and able to multi-task, with a high level of attention to detail