

JOB PROFILE

Centre for Public Policy Research: 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!

Job Title	Project Associate
Department	Projects
Location	Kochi
Level	Mid - Level
Salary	As per Industry standards
Contract	One year
Reporting Line	Director – Research and Projects
Scope of Position	Responsibility for overseeing the coordination of Projects

Key responsibilities:

- Responsible for coordinating various activities and tasks of the various projects
- Responsible for the quality and content of all projects
- Networking with potential donors and funders for various projects / research initiatives
- Identifying and procuring projects
- Preparing and submitting project proposals with the help of various centre heads.
- Overall responsibility for meeting reporting deadlines set by donors and other stakeholders.

Qualifications and Experience:

- Post Graduate in Management and Research field will be preferred.
- Minimum 2 to 3 years in Project Management experience
- Should have managed -big research projects
- Fluency in English and Malayalam (added advantage)
- Computer proficient in Word, Excel, Outlook and the Internet.
- Interested in interacting with people and good networking skills
- Good analytical and organization skills
- 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.
- Excellent follow up skills a must.