
Senior Project Associate (Operations)

CPPR is now hiring to the post of Senior Project Associate (Operations).

The Centre for Public Policy Research (CPPR) is a non-profit, independent research organization engaging stakeholders of public policy to impact change in urban reform, social development, governance, health, education, and international relations. The Centre for Urban Studies is an autonomous centre of CPPR that focuses on research in the areas of urban housing, urban poverty, urban transport, urban governance, and smart cities.

Department	Research and Projects
Location	Kochi (Kerala, India)
Salary	As per Industry standards depending on qualifications and experience
Scope of Position	Responsibility to manage project operations

QUALIFICATIONS & SKILLS WE NEED

- MBA or Post Graduate in any stream
- Good data interpretation skills and possess clarity in research methodology
- Ability to manage projects
- Minimum 4 years of relevant experience
- Fluency in English and Malayalam
- 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 in a team environment
- Organized, able to multi task, high level of attention to detail

KEY RESPONSIBILITIES OF THE JOB

- Contributes towards ideation
- Responsible for coordinating various activities and tasks for various projects
- Responsible for assisting the supervisor in completion of all programmatic activities (Research and Projects)
- Responsible for guiding the subordinates to coordinate project specific events like data collection, travel arrangements, roster preparation etc.
- Responsible for mobilizing the local resources and coordinating all logistics
- Responsible for management of specific project activities as assigned by Director Operations
- Responsible for timely completion of projects
- Consult with government officials, civic bodies, chambers of commerce and industries, research agencies, the media, political parties, and others concerned with the subject

- Maintain current knowledge of government policy decisions with respect to the research subject
- Evaluate programs and policies related to the subject
- Reviewing and analysing media coverage, public opinion surveys and expert opinions from subject matter experts, government representatives and political consultants

CPPR has a repertoire of Indian and international professionals including researchers, academicians, technocrats, industry leaders and influencers. And we always look for the right people to join our team. If you are interested and are confident that this job is for you, then do send us your resume at career@cppr.in or visit www.cppr.in/careers.

Dated: 17th April 2019

Center for Public Policy Research

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