

## **Job description for the positions of Research Assistants and Research Associates**

[Centre for Budget and Policy Studies \(CBPS\)](#) is an independent, non-partisan, public policy research institute based in Bangalore, India. Our vision is creation and sharing of knowledge for an empowered, equitable, just and democratic society. For the past twenty-six years, we have been working in the areas of public finance, [education](#), [gender](#), [governance](#), [health](#) and [sanitation](#), focusing on research, evaluation and evidence-based policy making.

We have, at present, multiple **openings for research assistants and research associates**. The selected candidates are expected to work in various research projects undertaken by CBPS in the thematic areas listed earlier. The job encompasses engagement in all stages of research including conceptualization and design of research projects, conduct of field work, data collection and analysis, writing and dissemination. Roles and responsibilities associated with these positions are outlined below.

### **Roles and Responsibilities:**

- Contribution to conceptualization and design of research projects
- Contribution to the implementation / execution of research projects (including review of literature, collection of data, conduct of field work, analysis of data and report writing).
- Contribution to writing of research proposals
- Contribution to organizational activities such as recruitment and selection of interns and organizational communication
- Contribution to writing and publication of journal articles / newspaper articles / high-impact blogs.

Apart from fulfilling these responsibilities, selected candidate are expected to actively collaborate within teams and participate in various capacity building initiatives undertaken for enhancement of skill sets. They are expected to contribute to organizational development activities, as required.

### **The following are the required qualifications and skill sets:**

- Masters in Economics / Statistics / Development Economics, Public Policy/ Sociology/ Development Studies and related disciplines.
- Knowledge and understanding of qualitative and quantitative research methods.
- Knowledge and interest in social science and policy research / public finance and governance / education / gender / livelihoods / health and nutrition and related areas.

### **Preferred skill sets:**

- Knowledge of Excel and proficiency in handling large data sets in MS Excel
- Knowledge of econometrics with experience of working on Stata or similar packages such as R
- Knowledge of qualitative data analysis software such as NVivo and Atlas.ti
- Ability to work in multi-disciplinary teams.
- Excellent management and organizational skills.

*Our remuneration packages are competitive with academic positions in various Indian institutions and universities. In addition to salary, we also provide Provident Fund, Gratuity, Health Insurance and a few other allowances. We encourage and cherish diversity.*