

Job description for the position of Research Advisor for Gender

[Centre for Budget and Policy Studies \(CBPS\)](#) is an independent, non-partisan, research institute based in Bangalore, India. Our vision is creation and sharing of knowledge for an empowered, equitable, just and democratic society. We work towards our vision through: (a) Research and evaluation in the areas of policy, budget, governance, and public service delivery; (b) Evidence based policy advocacy and (c) Dissemination of research findings through a variety of approaches.

We have an opening for the position of Research Advisor who can lead the projects on gender and other related subject areas. In addition to carrying out designated responsibilities at senior levels in existing projects, the Research Advisor will be responsible for conceptualising new research projects (in the areas of Gender, primarily), undertaking research analysis, and writing etc.

Roles and responsibilities

- Lead projects related to gender by coordinating and communicating with the team on timelines and work progress. Assist the team in project planning and execution including tasks like data collection and analysis. Produce and publish outputs like technical reports, research reports, research papers, blogs etc.
- Act as a subject matter expert in gender within the organisation and be able to represent the organisation externally. Stay updated on latest research, best practices, and policies related to gender issues and integrate them into research.
- Actively collaborate and network with like-minded organisations for research and advocacy purposes.
- Actively develop and procure proposals and effectively communicate with the funders and partner organisations.
- Identify the capacity building needs of the researchers and develop training modules or conduct short-term training exercises to enhance their understanding and skills in delivering research outcomes, particularly in the context of gender and research methodologies.
- Work towards institutional building by contributing to organisational policy development and administration.

Required Qualifications

- Preferred educational qualifications are PhD in gender and related streams or Masters on gender and related streams with at least 10 years of experience in the field of research. Candidates with PhD and work experience in research are preferred.
- Robust knowledge and understanding of qualitative and quantitative research methods.

- Must possess excellent writing and communication skills.
- Proficient in using software tools like Nvivo or Atlas-ti, SAS, SPSS, MS Office etc.
- Ability to work in multi-disciplinary teams and projects.
- Excellent management and organizational skills.

Our remuneration packages are competitive with academic positions in various Indian institutions and universities. We provide Provident Fund, Gratuity, Medical cover, and a few allowances in addition to salary. We encourage and cherish diversity.

Please share your resume (in MS Word Format) with mrinalika@cbps.in with the following:

- A cover letter for the position you are applying for and stating the reasons for your interest in the position.
- Two samples for research writings or publications
- Two references including your current/most recent employer/supervisor/teacher

Applications will be accepted until the position is filled.

For any related queries, you can write to Mrinalika R Pandit.