

## **JOB CODE: CUTS44RA**

### **VACANCY: Research Associate, Jaipur**

#### **JOB PROFILE**

We seek an experienced self-motivated candidate to be a part of a dynamic research team within CUTS for the position of Research Associate. Special interest/educational background/experience in the field of jobs and livelihood will be an additional plus.

The work will include primary and secondary research for preparing research reports and papers, policy and advocacy briefs, participation in advocacy and dissemination initiatives. Knowledge of practical aspects of law, economics and trade is desirable.

#### **Responsibilities**

- Undertake research projects in defined areas of interest with end-to-end ownership for project planning, data collection, analysis and documentation.
- Deliver projects within agreed timelines, keeping in mind the quality and impact indicators set for the team.
- Collate and assist in analysis of data collected through pilot projects, and report on findings.
- Partner with the communication, advocacy and outreach teams to effectively disseminate research findings to media and other key stakeholders in the policy making ecosystem. Support dialogues, workshops, and conferences on the research outputs.
- Support the fund-raising team in submitting grant proposals and identifying new donors for our projects.
- Carry out field research and data analysis

#### **PERSONAL ATTRIBUTES**

- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques;
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities;
- **Analytical Skills:** Able to analyse large, complex data sets using a variety of software applications (SPSS, SAS, Excel, Microsoft Office Suite), including the use of relational databases;
- **Planning & Organising:** Able to multitask, prioritize, and manage time efficiently;
- **Relationship Management:** Anticipate, understand, and respond to the needs of internal/external clients/relevant stakeholders to meet or exceed their expectations within the organizational parameter;
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization;
- **Cultural Understanding:** International mind set, understands different perspectives and is able to work comfortably in multi-cultural environment;
- **Accountability:** Self-starter with a strong sense of initiative and focused on results; ability to manage multiple projects within ambiguous and undefined parameters.

## QUALIFICATIONS AND EXPERIENCE

- Bachelors in Law/Regulatory Issues/Economics/Public Policy/Management from an institute of good repute.
- Minimum 2 to 3 years of professional experience or master's degree
- Experience of working in a multicultural environment will be an added advantage.

## TECHNICAL COMPETENCIES

Good working knowledge of quantitative and qualitative research with strong analytical skills.

## COMPENSATION

CUTS recognizes that the right candidate will have a significant impact on success of the organization and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with expertise and experience.

## JOB LOCATION

- Primary location is Jaipur, Rajasthan, India.
- Travel both within and outside India would be required as per project needs.

## TO APPLY

Qualified candidates should send their resumes to [recruit@cuts.org](mailto:recruit@cuts.org), along with a cover letter highlighting your suitability for the position. Please mention job code in subject line of application. Any application received without the appropriate job code will not be considered. Given the large volumes of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.

Consumer Unity and Trust Society (CUTS) is an equal opportunity employer and considers all applicants on merit without regard to race, national origin, religious beliefs, gender, marital status or physical disability.

## **Consumer Unity & Trust Society (CUTS) International**

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