

Job Description and Specifications for Senior Research Associate

Job title: Senior Research Associate

Recruitment agency: ASER Centre

Job base location: New Delhi

Description of organization: The objective of ASER Centre (www.asercentre.org) is to carry out a variety of survey, assessment, evaluation and research activities in education and other social sectors, as well as to build the capacity of individuals and institutions to design, conduct, understand, and disseminate these activities. One of ASER Centre's main activities is the design and facilitation of the Annual Status of Education Report (ASER), one of the largest household surveys of children conducted in India. In addition, ASER Centre conducts a variety of other research and assessment activities, mainly in the field of education.

Job description: Below are the primary tasks and responsibilities that the job may entail, either independently or as part of a team:

- Oversee data analysis and report preparation for ASER Centre projects (Most of the datasets that we work at in ASER Centre are large data sets obtained from field surveys):
 - Prepare dummy tables, based on the project design, for data presentation
 - Perform data checks and clean data obtained from data entry
 - Analyze findings from the data collected
 - Present findings and prepare reports for diverse stakeholders based on the same.
- Build capacity of individuals and institutions to conduct these activities, by overseeing or participating in the design and implementation of training modules and workshops.

To be able to perform the above tasks effectively, the candidate will be expected to work in close coordination with data entry teams and the Central Research Team.

Qualifications and competencies: Following are the basic qualifications and competencies the candidate is expected to possess:

- Educational Qualifications: Minimum Post Graduate, preferably in Economics or Statistics
- Prior experience of 1-2 years in designing, conducting and coordinating research projects in the social sector
- Clear conceptual understanding as well as practical experience of using quantitative or qualitative research methodologies
- Ability to analyze large data sets using statistical software such as Stata or SPSS

- Strong Quantitative Skills
- Proficiency in M.S. Office (Excel, Power Point and Word)
- Strong communication skills (written and oral) to effectively correspond with a diverse audience. This would require Proficiency in English + Hindi or any other Indian language

In addition to the above technical competencies and qualifications, the candidate should be:

- Willing to travel extensively to anywhere in India (especially rural India),
- Able to work in difficult field situations
- Able to handle intense work pressure and deliver under tight schedules
- Able to work well in teams and lead teams, when required to do so.

Salary/Honorarium Range: Successful candidates will be given an initial appointment for a period of two months, prior to signing a year long contract.

Honorarium: Rs 3 lakh - 4 lakh per annum (inclusive of Local Travel Allowance + Monthly Mobile/Internet Allowance). Salary shall be finalized based on the experience and skill set of candidates. Salary is negotiable for exceptionally strong candidates.

Travel, Food and Lodging Costs for work related travels outside base location shall be separately borne/reimbursed by ASER Centre

Interested candidates should email their CV with a cover letter to:

Neeraj Trivedi

Email Id: nirajit@gmail.com