



**PUBLIC AFFAIRS FOUNDATION**  
Partnership for Better Governance

**Public Affairs Foundation, Bangalore**

June 2015

**A. Position Profile**

1	Designation	<b>Senior Research Associate</b>
2	Location	<b>Bangalore (national / international travel is essential)</b>
3	Reporting	To Senior Manager - Projects / Executive Director
		By Research Associate(s) / Research Assistant(s)
4	Education	PhD preferred
		Minimum requirement (with suitable experience): Masters Degree in Economics / Social Sciences / related fields or MBA
5	Experience	At least 10 years experience in <ul style="list-style-type: none"> <li>• research, questionnaire design, proposal writing, data analysis, reporting writing, and presentation</li> <li>• working directly on projects for international funding agencies (eg: World Bank, DFID, etc)</li> <li>• field training, monitoring, data collection, and quality assurance</li> </ul>
6	Age	35 – 42 years
7	Skills	Survey research
		Proposal writing (including budgeting) for projects
		Questionnaire design
		Sampling
		Data management
		Data analysis
		Proficiency in working with SPSS
		Excellent skills in English (high proficiency in writing and speaking)
		Excellent analytical and communication skills
		A high level of computer literacy including proficiency in MS Office (Word, Excel, PPT)
		Strategic, analytical, organizational and inter personal skills
Knowledge of Hindi is essential; knowledge of other Indian languages is preferred		
Enthusiastic, committed, team player; problem solver; strong values, integrity		
8	Compensation	CTC will be attractive and will depend on qualifications, experience, and skill sets

**B. Job Description**

Duties and Responsibilities	1	Travel as required to implement project tasks at various locations (national and international)
	2	Develop comprehensive technical proposals and budgets
	3	Develop project execution plans; lead, monitor, and execute project deliverables
	4	Prepare project reports and manage dissemination
	5	Manage and monitor project budgets and expenses
	6	Lead project teams; coordinate and manage consultants and clients
	7	Identify and trouble shoot project problems through creative solutions
	8	Handle and lead multiple projects; manage all resources; meet quality benchmarks / timelines
	9	Evaluate the outcomes of the project as established during the planning phase
	10	Effectively work with, train, and mentor research staff