

1. Research Officer

Job Responsibilities:

The Research Officer has a leadership role and s/he shall *inter alia*:

- (i) Identify potential grantees and develop grant proposals and assist in grant completion and submission processes,
- (ii) Manage research projects,
- (iii) undertake research using appropriate tools with the aim of providing information and analysis on various policy issues,
- (iv) provide information on what research is already available in various policy areas, including in cross cutting areas involving economic and social development matters,
- (v) communicate with national and international funding agencies,
- (vi) organize international and national seminars, workshops and lectures,
- (vii) assist the Project team in the proper execution of all projects, by helping gather relevant data, review gathered research and analyze and interpret various sets of data,
- (viii) Performs any other duties as may be required from time to time.

Minimum Educational Qualifications:

Bachelor's degree in any subject. Other things equal a higher degree would be an advantage.

Work experience: At least 2-3 years in a similar role.

Date of joining: Immediate requirement

No of Openings: 1

Other requirements:

- Proven track record of strong written and oral communication skills including the ability to independently produce research papers, reports.
- High level of competence with commonly used software such as Word, Excel and PowerPoint.
- Ability to manage research projects.
- Ability to manage a team of 6-7 staff.

The ideal candidate will be a dynamic self-starting person with a willingness to learn. This position offers high visibility and scope for professional growth. Remuneration will be based on qualifications and experience. Please apply with a CV and names of two references to **info@kalingakusum.in**