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| **Public Affairs Foundation, Bangalore****Position Profile & Job Description**  |
| Part | **Position Profile** |
| A | 1 | Designation | **Research Analyst**  |
| 2 | Reporting | To | Senior Research Manager(s) |
| By | -- |
| 3 | Education | Master’s or above in any of the following: Economics, Statistics, Social Sciences, Health Sciences, Management. Masters in other disciplines will be considered if skill set matches (e.g. quantitative / statistics skills, superior English writing skills and willingness to work in and engage with the Governance and Development field).  |
| 4 | Experience | 1 - 3 years experience in social research including data gathering / analysis / handling / management, making presentations, project planning, understanding and use of statistical data validation and methodologies. Exceptional fresh graduates will be considered based on skill set, course work and willingness to learn.  |
| 5 | Age | 23 - 28 years  |
| 6 | Skills | Proficient in applications such as MS Office, MS Word, Excel, PowerPoint; SPSS or similar packages |
| Writing project reports, literature reviews, proposals |
| Training/monitoring teams of enumerators/supervisors of survey agencies |
| Managing and moderating focus group discussions |
| Handling / managing documentation, data entry and analysis |
| Conducting interviews among varied target groups in different geographical locations |
| Good communications – written + spoken English; knowledge of other languages (preferable). **Excellent writing skills are a must.**  |
| Be an enthusiastic, committed, team player; problem solver; strong value, integrity |
| 7 | Compensation | CTC Rs 23000 - 32000 depending on education, experience, and skills |
| B | **Job Description** |
| [i] | Dutiesand Responsibilities | 1 | Efficiently manage documentation of all projects  |
| 2 | Provide basic data analysis tables of all projects |
| 3 | Create and efficiently manage database of all projects  |
| 4 | Create appropriate templates for data collection tools such as interview schedules, focus group discussion guidelines, etc |
| 5 | Assist senior(s) and team with review of literature, preliminary data cleaning, analysis, writing, tables, graphs, fact sheets, reports, power point / other presentations, etc |
| 6 | Support seniors / team in secondary data searches |
| 7 | Help develop content for website and other social networks |
| 8 | Willingness and ability to undertake project-related travel (independently or in a team)  |
| 9 | Any other activities related to handling and execution of projects |
| [ii] | Key Result Areas | 1 | Accurate, efficient, reliable and timely management of primary + secondary data and data analysis of projects |
| 2 | Efficient, reliable and up to date database management  |
| 3 | Teamwork in executing projects  |
| 4 | Willingness to learn and upgrade skills on an ongoing basis |
| 5 | Maintain timelines, deliver high quality outputs |