

Job Description for Research Associate, ASER Centre

Deadline: 28th February 2018

ASER Centre (www.asercentre.org) seeks to use simple yet rigorous methods to generate evidence on scale on the outcomes of social sector programs. It also aims to strengthen the link between evidence and action by building the capacity of individuals and institutions to design, conduct and understand assessments that focus on key outcome indicators. One of ASER Centre's main activities is the design and facilitation of the Annual Status of Education Report (ASER), which is one of the largest household surveys of children conducted in India. Every year since 2005, ASER has generated state and district level estimates of children's reading and arithmetic abilities. We are currently hiring for the Annual Status of Education Report 2018 for the following position:

Job title:	Research Associate
Reports to:	Senior Research Associate
Job base location:	New Delhi (with frequent travel to states)

Job purpose

To manage the survey on scale, there is a central team of associates based out of New Delhi and teams based out of each state as well. The Research Associates are a part of the central team, and their primary function during the survey is to be the link between central and state teams. Each Research Associate is typically assigned a region comprising of 2 to 4 states, working on all survey processes. After completion of ASER 2018 survey, the Research Associate's next project or unit at ASER Centre will be decided based on best identified skills of the candidate as demonstrated during the survey period.

Responsibilities

The primary tasks and responsibilities of a Research Associate working along with state teams for ASER 2018 are provided below:

1. Play a key role in recruitment of field teams for the survey.
2. Assisting in creation of field training tools and materials for the survey.
3. Conducting trainings for field teams.
4. Coordinating and tracking the survey.
5. Executing quality control processes.
6. Data compilation for the report.
7. Creating dissemination strategies post report release.
8. Assist in coordinating work plans and schedules of field teams as and when required.

To be able to perform the above tasks effectively, the candidate shall be expected to work in close coordination with state teams and with the central team.

Required qualifications and skills:

Who are we looking for?

In order to successfully publish a report with reliable data each year, a team of committed and dedicated individuals is extremely vital. We are looking for candidates who most importantly are open and willing to learn, are not afraid to deliver well beyond tasks assigned to them, and are willing to innovate and provide ideas to improve our processes as and when required. We are also looking for candidates who are comfortable with traveling extensively to rural locations across the country, sometimes at short notice and comfortable working with a wide variety of people. A minimum 2-year commitment from the candidate is required.

Qualifications: Minimum Graduate (any field)

Work experience: Full-time work experience is desirable but not required. Examples of taking initiative in assignments/projects at university or at the previous workplace and commitment to the guiding principles of ASER Centre are important.

Skills:

1. Proficiency in M.S. Office (Excel, Power Point and Word)
2. Strong communication skills (written and oral) to effectively correspond with a diverse audience.
3. Proficiency in English and Hindi is required.
4. Ability to handle work pressures and deliver under tight schedules.
5. Ability to work well in teams and lead teams, when required to do so.

Consultancy Fees: The following factors will be taken into account while deciding the consultancy fees for the candidate: a) academics b) internship experience/other sector related experience c) skills possessed d) performance in recruitment assignment.

Application process:

- Kindly email CV and Cover Letter to recruitmentsasercentre@gmail.com. Kindly mention the job title in the subject line. Please send your CV and cover letter as only 1 document.
- Based on CVs and a short telephonic chat, shortlisted candidates will be contacted to submit a written assignment.
- Further shortlisted candidates will have a final interview.

All application related queries can be addressed to Anuradha Agrawala at ASER Centre: +91 11 46023612 or +91 11 26716084.