

Job Description: Research Associate **Pratham Institute for Vocational Training**

Base location: Mumbai, Maharashtra

Start date: Immediate

Length of commitment: 2 years +

About Pratham Education Foundation

Established in 1995, *Pratham* (www.pratham.org) is an innovative organisation working on improving the quality of education in India. As one of the largest non-governmental organisations in the country, Pratham focuses on high-quality, low-cost, and replicable interventions to address gaps in the education system. Over the last 20 years Pratham has grown to be one of India's largest NGOs working to provide quality education to underprivileged youth and children in over 21 states and union territories across the country, with a range of interventions. Pratham is a widely-recognized organization, having received notable awards such as the WISE Prize for Innovation, Skoll Award for Social Entrepreneurship, the Henry R. Kravis Prize in Leadership and the CNN-IBN Indian of the Year for Public Service. For more details, refer to www.pratham.org.

About Pratham Institute for Vocational Training

Pratham Institute is the vocational training arm of Pratham Education Foundation and is a uniquely hybrid social enterprise with the energy and innovation of a start-up backed with the scale, resources, brand and network of India's biggest NGO. We attempt to leverage these strengths to innovate and develop financially sustainable, cutting edge solutions to the problems of providing large-scale information dissemination about jobs, access to training to reach employability, certification of skills, and provision of subsequent employment or self-employment opportunities. Pratham is also known as a launch-pad for young talent – our alumni have started significant organizations like Akshara Foundation, PRS and Kaivalya, and are regularly selected for elite education programs, including at Ivy League institutions like Harvard and Wharton. For more details: www.pratham institute.org ; <https://facebook.com/PrathamSkilling/>

About the Position

Pratham's research wing *ASER Centre* (set up in 2008) carries out a variety of survey, assessment, evaluation and research activities in education and other social sectors. One of ASER Centre's flagship program is the Annual Status of Education Report (ASER), the largest citizen led household survey of learning levels of children in India.

As an extension to Pratham's research efforts with young children in India, **Pratham Institute will be carrying out large-scale research projects to map employment, education and migration patterns among low-income youth** in socio-economically diverse regions across India.

Responsibilities

The candidate will **conduct large scale research and evaluation studies on employment, education and migration related issues pertinent to Indian youth (16 – 25 years)** to be conducted in different parts of India. This will entail both overall project management as well as data analysis, writing and reporting.

The Research Associate will be expected to perform the following list of tasks:

- Designing and piloting of tools and formats based on project goals and indicators
- Creating process documents and training manuals on tool and survey methodology
- Coordination and delivery of trainings to field investigators in project sites
- Monitoring of data collection and managing teams in the field
- Conducting secondary research on specified domains
- Cleaning and analysis of data (*Most of the datasets that we work on are large primary data-sets obtained from field surveys*)
- Writing and presenting findings in various forms (*reports, policy briefs, presentations, and other related documentation*)

Required Qualifications

- **Educational Qualifications:**
 - A post-graduate qualification in Sociology/Economics/Development Economics or similar fields.
 - At least 1-2 years of work experience is preferable.
 - Candidates with an undergraduate degree and longer work experience (*of 2-3 years*) in a similar capacity may also apply.
 - Proficiency in M.S. Office (*Word, Powerpoint, Excel*)
 - Strong communication skills in English and Hindi (*written and oral*) to effectively correspond with a diverse audience. Proficiency in any other Indian language will be an advantage.
- **Competencies:**
 - We are looking for candidates who are open and willing to learn and take the initiative to partake in tasks beyond those assigned to them.
 - Candidates who are comfortable with travelling to rural locations across the country, sometimes at short notice and comfortable working with a wide variety of people (*state teams, partner organizations in states, government officials, academicians*).

- Our dynamic team (*Program Development Team*) handles multiple projects simultaneously and is expected to be able to prioritize tasks appropriately, whether working independently or in teams

Salary

The range of gross remuneration offered for this position is between INR 25,000 – 30,000 per month. A final offer will be made after the interview stage, in accordance to the candidate's qualification and experience.

Application Process

Interested candidates are requested to e-mail the following documents to Disha Pandey (disha.pandey@pratham.org) and Medha Uniyal (medha.uniyal@pratham.org)

1. Updated CV (*not more than 2 pages*)
2. Cover Letter / Statement of Purpose explaining your suitability for the role (*not more than 500 words*)
3. Your current salary (if applicable)

Only shortlisted candidates will be contacted for a telephonic interview. We are an equal opportunity employer.