

**Job Description for Associate - Social Sector Unit (Central Team - Delhi) - ASER Centre  
(Research Unit of Pratham Education Foundation)  
Deadline: January 10th 2017**

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**About Pratham Education Foundation (PEF) and ASER Centre:** Pratham was founded in 1995, to provide pre-school education to children in the slums of Mumbai. 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](http://www.pratham.org). ASER Centre ([www.asercentre.org](http://www.asercentre.org)) is an autonomous assessment, survey, evaluation and research unit of PEF. It 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.

**About Social Sector Unit at ASER Centre:** The Unit explores the broader applicability of Pratham and ASER Centre's expertise and approach in generating *easy to understand* evidence with community participation. The Unit, in the past, has focussed on research, capacity building, and communication in the areas of water & sanitation, nutrition, health, and overall early childhood development. The projects under the Unit are carried out independently as well as in collaboration with external organizations. Some partnerships have included J-PAL, Bill and Melinda Gates Foundation, Yale University, University of Pennsylvania, University of Montreal, CECED-Ambedkar University, University College London, National Institute of Health - USA, IFS-UK, International Centre for Diarrhoeal Disease Research - Bangladesh, Government of India - United Nations Joint Programme on Convergence, Planning Commission, Unicef, UNFPA, and UNDP. The Unit is also actively involved in capacity building initiatives and conducts workshops on basic concepts of food and feeding, micronutrient deficiencies, immunization, monitoring child's growth, and diarrhoea.

**Responsibilities include:** Leading and managing project engagements with diverse stakeholders/partners across the country in accordance with Pratham and ASER Centre principles and protocols. Some of stakeholders include: State team associates, partner organizations in states, government officials, personnel from NGOs, and academicians.

Specific responsibilities include:

1. Conducting secondary research, writing literature review, and review documents,
2. Developing research design, survey instruments (questionnaires to collect and monitor data), process documents, and running pilot exercise (to refine overall survey/project processes),
3. Training diverse stakeholders on survey process and instruments,
4. Visit project sites to monitor data collection process (in accordance to the research design) to ensure good data quality,
5. Data management,



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Every Child in School and Learning Well...



Evidence for Action

6. Analysis and report writing,
7. Presenting project findings to diverse stakeholders,
8. Developing and conducting training modules to build capacities (on the Unit projects) of internal teams, partner organisations, and other interested parties,
9. Co-ordinate with the administrative and finance team to ensure Pratham and ASER Centre administrative protocols, and;

Any other responsibility as assigned by the directors, unit head, and senior associates.

**Required qualifications and skills:**

- **Educational Qualifications:** Minimum Graduate (any field)
- **Skills:** Overall we are looking for candidates who 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 (state team associates, partner organizations in states, government officials, personnel from NGOs, academicians). We appreciate the skill to handle work pressure emanating out of managing multiple projects and delivering under tight schedules and ability to work well in teams and lead teams. We also expect a minimum 2 year commitment from the candidate.

Some specific skills include:

1. Proficiency in M.S. Office (Excel, Powerpoint and Word)
2. Knowledge of data analysis package like STATA, SPSS etc is a huge plus. However, candidates who can effectively demonstrate analytical skills (without the use of software) are also encouraged to apply.
3. 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.

**Remuneration:** The following factors will be taken into account while deciding the remuneration for the candidate: a) academics b) internship experience/other sector related experience c) skills possessed d) performance in interview

**Application process:** Kindly email the following to Dr. Smriti Pahwa (Unit Head - Social Sector Unit) at [smriti.pahwa@asercentre.org](mailto:smriti.pahwa@asercentre.org) (all application related queries can be addressed to her) with **Associate - Social Sector Unit** as the subject.

- CV (not more than 2 pages)
- Cover Letter (not more than 500 words) explaining your suitability for the job
- A writing sample (not more than 2 pages)
- Please state your current salary and expectation.

Only shortlisted candidates will be contacted. Shortlisted candidates will have to appear for a final interview.