

Job description for Research Associate, Research and Statistics Unit (Central Team - Delhi)

ASER Centre, Pratham Education Foundation

Deadline: May 30th, 2017

About Pratham Education Foundation (PEF)

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.

About ASER Centre

ASER Centre (www.asercentre.org), the independent research wing of PEF, seeks to use simple yet rigorous methods to generate evidence on scale, on social sector programs. It 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 the Research and Statistics Unit (RSU) at ASER Centre

Apart from conducting the ASER survey, the Centre has also conducted several research studies on educational issues ranging from teaching and learning processes in government primary schools, teacher education and training, early childhood education, elementary and secondary education. The Research and Statistics Unit of ASER Centre is responsible for the design and implementation of such studies along with the analysis and reporting of its findings.

Expectations and Responsibilities

As a Research Associate in the RSU, the candidate will work in a team on research and evaluation studies 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 (non-exhaustive) 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 datasets obtained from field surveys).
- Writing and presenting findings in various forms (reports, policy briefs, presentations, and other related documentation)

Required qualifications and competencies:

- **Educational Qualifications:** A post-graduate qualification in Economics/Development Economics/Statistics/Econometrics and 1-2 years of work experience. Candidates with an undergraduate degree and longer work experience (of 2-3 years) in a similar capacity may also apply.
- **Competencies:** Overall, 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. 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 INGOs, academicians). Researchers in ASER often handle multiple projects simultaneously and are expected to be able to prioritize tasks appropriately, whether working independently or in teams. We also expect a minimum 2-year commitment from the candidate. Some specific skills include:
 - Experience of working with datasets (data cleaning and analysis) and proficiency and experience in statistical software STATA.
 - Proficiency in M.S. Office (Excel, PowerPoint and Word).

- 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.

Consultancy Fees

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

Application process: Interested candidates are requested to email the following documents to Ashwini Deshpande and Purnima Ramanujan (ashwini.deshpande@asercentre.org and purnima.ramanujan@asercentre.org) stating 'Research Associate - Research and Statistics Unit' in the subject of your email.

- Updated CV (not more than 2 pages)
- Cover Letter (not more than 500 words) explaining your suitability for the job
- Your current salary (if applicable) and expectations

Only shortlisted candidates will be contacted. ASER Centre is an equal opportunity employer.