

**Job Description of Coordinator - Research coordinator
SETU Abhiyan**



SETU Abhiyan is an organisation working towards strengthening improved local governance based in Kutch district, Gujarat. The organisation has initiated the SETU Learning Lab for Local Governance (SLL) to strengthen the value of local governance in the public domain. The SLL as an arm of SETU Abhiyan, incubates ideas, generates knowledge resources, undertakes research, fosters learning platforms and extends its educational resources to other local governance institutions and civil society partners across India.

Post: Research coordinator, Learning Lab for Local Governance, SETU Abhiyan

Location: Bhuj, Kutch district, Gujarat

Age Preference: 22 - 35yrs

Reporting to: Lead - SLL

Essential Qualification and competencies:

- Master's in Development Studies, Sociology or Political Science from reputed Universities
- Knowledge of handling research/ studies, data analysis / statistical software
- Well-developed analytical skills including the ability to manage and analyze data
- Proficiency in relevant software packages (Microsoft Word, Excel, PowerPoint)
- Strong interpersonal, communicational and teamwork skills; ability to establish and maintain effective working relationships with people of different cultural and national backgrounds and disciplines.
- Well-developed administrative, organizational and priority setting skills and the ability to work independently towards the effective implementation of team research activities
- Interest / knowledge in working on issues of Governance would be an advantage; Exposure and knowledge of developmental issues and perspectives prevailing in the country and globally are expected.

Roles and Responsibilities:

- Identifies research/ study topics and coordinates / undertakes such assignments
- Undertakes research project planning and budgeting, and ensures that pre-established work scope, study protocol, and requirements are followed
- Plans and coordinates the initiation of research study protocol, and the establishment of operating policies and procedures.
- Plans, implements, and maintains data collection and analysis systems in support of research protocol; coordinate the collection and analysis of research data.
- Recruits, instructs, and coordinates research subjects with team and/or volunteers, as appropriate to specific study objectives and work scope.
- Coordinates with the Lead steering committee member/s and with resource persons on research subjects with the support of the Lead, SLL

- Report on the progress of the Research/ study initiatives to the Lead, SLL
- Analyzes data and develops study and research reports regularly
- Monitors the progress of research activities; develops and maintains records of research activities, and prepares periodic and ad hoc reports, as required by the organization and funding agencies
- Ensures the publication of the research reports/ studies from time to time as decided by the team

Language Proficiency: English and Hindi a must. Knowledge of Gujarati will be an added advantage.

Remuneration: Rs.27000 - 33000 commensurate to relevant experience and qualifications

Interested candidates/freshers are requested to send their profile, via email at setuabhiyan@gmail.com by 30th Apr 2019. Women candidates with the required qualifications will be preferred.

Only shortlisted candidates will be called for interview.