

## Job Opening – Research Assistant

NEERMAN is a niche yet highly reputed research firm that conducts rigorous evaluations, provides M&E advisory services, helps set results-based-monitoring systems, and conducts field surveys in water-sanitation, public health, agriculture, gender, education sectors. Majority of NEERMAN's projects require collection of primary data so that high quality survey administration and management is a core competency of NEERMAN. We primarily work for leading international organizations such as the World Bank, the Asian Development Bank, and UNICEF, but we are expanding our portfolio to India-based CSRs, NGOs, social enterprises also. More information is available on our website [www.neerman.org](http://www.neerman.org).

### How is working at NEERMAN?

After building a solid foundation for transparency, quality and rigor of research, NEERMAN has put in place an ambitious plan to drive growth of the organization in size and brand reputation in a time-bound manner. Staff with necessary hard and soft skills and more importantly with a growth mindset to take challenges and deliver will be an engine of this growth.

We offer highly flexible work hours (including work at home) and friendly work environment, but we also expect everyone to be highly responsible and accountable to not only their personal tasks but also to their team tasks. We value work attitude and ethics highly (collaboration, humility, accountability, prompt and clear communication). We encourage our colleagues to constantly upgrade their skills and find ways to do things better and faster with help of technology and upgrading skills with trainings. NEERMAN therefore invests and encourages you to invest in your continuous capacity development. We have performance driven incentive and growth plan for all staff. Your incentives depend on how well you achieve your core key-results-indicators, 360 degree assessment by your peers and performance of your team and ultimately the company. Professional growth at NEERMAN can be rapid if you demonstrate higher levels of skills, knowledge, ability to perform tasks and dependability beyond your position's expectations. The salary and benefits at NEERMAN are competitive and commensurate with industry standards. We believe in work-life balance and have 5-day work week.

### Expected Qualifications and Skills

- **Language proficiency:** Good proficiency in reading and understanding English, basic English speaking and writing skills. High-level proficiency in Hindi preferred.
- **Qualifications:** BSc Maths, Science, Statistics, BCA, computer science, engineering preferred (bachelors degree with quantitative, programming stream)
- **Experience:** 0-1 years of experience in data analysis, literature review, making presentations, etc research support tasks.
- **Soft skills:** analytical and logical mind with attention to detail, should be at ease with large datasets, numbers, tables, computer programming, use of various IT-platforms, diligent and hardworking to complete assigned tasks on time, understands work responsibility in letter and spirit and just not do-as-told, high sense of responsibility and honesty to work without constant supervision, resourceful to conduct good literature review, skilled in making good presentation slide decks, strong skills in Excel.

### Core Responsibilities

- Support research associates and manager in searching for documents, data, etc. on line or procure from local libraries/organizations

- Field Research Support - help in training of field teams, audit/supervision of field work, conduct interviews as needed, take notes during qualitative interviews/discussions, code qualitative information in Atlas-Ti or N-Vivo type software
- Data processing and analysis - maintain data files with proper file organization and documentation, conduct basic statistical analysis, create tables/figures as advised by research experts, project manager.
- Support in documentation and Publishing: organize required files, copy-paste STATA/Excel results into proper Word tables/figures, formatting of the report, etc.
- Responsible to learn CAPI Program development (SurveyCTO and ODK) to digitize questionnaires and then deploy them for field teams. Provide support in corrections/revisions to the CAPI App during training and actual field work.
- Perform continuous monitoring and timely reporting of survey data received by preparing gap analysis reports for sample size achievements, Apply data quality checks, create Excel tables for data QAQC, coordinate response of field executives/managers to these reports, and make corrections as needed in data

**Salary offered:** Depends on skills and experience. Suggestive CTC range: Rs. 1,80,000 – Rs. 2,40,000

**Employment Type-** Full-Time

Positions are available in [Mumbai and New Delhi](#)

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