

Job Opening – Research Associate

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.

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:** High level of proficiency in oral and written English especially in writing, presentations, public speaking, networking, proposal developments etc.
- **Qualifications:** Master's degree in economics, social science, sociology, management, demographics, or other allied fields with excellent academic records. Candidates from high ranking international and national universities will be given a preference. We prefer candidates who have basic to mid-level proficiency with STATA or at least ability to quickly learn STATA. We also prefer some experience or knowledge with qualitative research methods. We prefer generalist candidate with varied research skillset to a few specialized skills.
- **Experience:** 1-3 years of research experience in development consulting or social research. Freshers with impressive academic record and adequate research as a part of course/thesis work can be exempt from this requirement.
- **Soft skills:** ability to work in team and good inter-personal skills, good personality and confidence to be client facing, versatile and learning to learn different aspects of research and consulting services (not limited to core research tasks), a fast learner and independent worker, a good balance of analytical, logical and strategic thinking, good time manager, diligent and hard-working, high sense of responsibility and accountability to achieve results.

Job Description	
Areas of Responsibility	Indicative Activities
Overall Research Tasks	Participate in proposal development - participate in discussion with PI/Research director to ideate research designs, conduct lit review to learn about different design options, write parts or entire proposal as per instructions from team lead, develop slide decks if and as needed
	Data analysis - searching for and obtaining secondary data from websites or personal visits to institutions. Processing and organizing data in Excel and STATA for further analysis, conduct analysis of primary data as directed by senior researchers (all analyses to be done in STATA and in rare situation Excel). Prepare results tables, charts, figures etc. You are expected to self-learn and then with help of Sr researcher conduct advanced econometric./statistical analysis.
	Qualitative Research - Conduct literature review and come up with insightful answers to the main themes of inquiry, conduct in-depth interviews, focus group discussion as per training and advice from senior researchers, take detailed notes, make English narratives of the discussions based on notes/audio recordings, contribute to interpretation of information
	Management consulting – learn about management consulting concepts and allied services in evaluation and development such as social returns on investment, GRI reporting, impact investment, etc. Understand methods and implementation of such consulting type of projects, develop skills to do this well, lead such consulting projects under guidance of Sr consultants.
	Documentation and Publishing - contribute to writing parts of the reports, memos, etc. Create effective slide decks with good graphic design, animation and content. Support in manuscript writing to senior researchers. Responsible for preparing interim reports such as training completion report and field completion report as per set guidelines/SOP. Expected to develop technical blogs, white papers, training materials for internal and external use.
Field Survey and Data Collection	Support the development / enhancement of survey questionnaire, participate in and supervise work of CAPI App development team (you are expected to learn these yourself first)
	Assist Research Manager in field mobilisation, developing field manuals and conducting field team training. Participate in internal training and planning sessions.
	Participate in actual field work during pilot, field practice etc, conduct in-person fieldwork audit if and as instructed by the research manager
	Conduct IDI, FGDs or observations with proper recording and note taking, make a narrative of the interview in English, get audio-recording transcribed and check for quality, participate in content analysis in Atlas-Ti or N-Vivo type of software
	With help of data analysis and processing team, participate in data processing and cleaning, data management, etc tasks

Management and Strategy	Project planning, management, and execution - RAs are the core of executing most of the project tasks. Work closely with project managers to execute internal or external projects. Ensure proper delegation of tasks to you and other team members, proactively come up with suggestions to improve processes or execution.
	In addition to project manager, manage client communication and relationship in terms of regular status updates, proactively seeking feedback, maintaining relationships
	Participate in internal strategic or tactical projects, be active on social media to promote company, proactively seek opportunities for growth for yourself and the company, participate in business development (proposals, client meetings, generating pipeline etc) activities

Salary offered: Depends on academics, research skills, experience. Suggestive CTC range: Rs. 4,00,000 – Rs. 6,00,000

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

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