

POST: RESEARCH ASSOCIATE – 01 (One)

Job Description for the Post of Research Associate

POST: RESEARCH ASSOCIATE

Reports to: Head, Department of Communication Research, IIMC

Responsibility: All the work related to project and ready to travel extensively within the state

Main Function: He or She will be responsible for survey in state, coordination with client and other stakeholders, data analysis and report writing and presentation of results/findings.

WORK LOCATION: SHILLONG, MEGHALAYA

Essential Language Required: Must have knowledge of any one language of the region i.e Khasi, Jaintia or Garo

1) KEY RESPONSIBILITY:

- Plan field activities
- Visit field sites on a regular basis
- Establish contact with the officials and stakeholders on field
- Coordinate with officials and stakeholders for conducting IDIs and survey
- Translation/Transcription of FGDs
- Contribute in developing effective strategies and activities against the agreed project deliverables
- Design and conduct field-work in selected States for data collection
- Monitor the process of data coding, entry, cleaning and undertake Analysis on SPSS/Excel.
- Data analysis interpretation and Report writing
- Work with other team members and submitting reports on a timely (weekly/fortnightly) basis as required for internal and external use
- Assist in managing any relevant internal or external communication related to the project.

2) EDUCATIONAL QUALIFICATION:

Essential: Masters' degree in any discipline of Social Sciences, preferably in Mass Communication/ Sociology/ Demography/ Development studies/ Women Studies.

Desirable: M. Phil / Ph. D in the relevant area (as indicated above) from a UGC recognized University /National-level Institution

3) WORK EXPERIENCE:

Candidate with Masters' Degree: A minimum work experience of 3 years in the relevant field is essential.

Candidate with M.Phil/ Ph.D: Experience in the relevant field will be given preference

4) ESSENTIAL SKILL-SETS REQUIRED:

- Comprehensive knowledge of research methodology in relevant subject.
- Evidence of work with Qualitative and Quantitative Research Methods & Tools.
- Computer software proficiency in use of statistical software like Excel, SPSS etc.
- Excellent oral and written communication and presentation skills

- Analytical and Interpersonal Communication Skills

5) PERIOD OF ENGAGEMENT (DURATION)

The selected candidate will be hired for a period of eight months (08 months only) depending on the performance of the candidate reviewed quarterly by the Project Coordinator/HoD, Communication Research.

6) REMUNERATION

Total emoluments for the post would be a consolidated amount of Rs.35,000/- per month, with no other perks or facilities. The consolidated remuneration paid per month will be subject to deduction of Income/Tax/Service Tax as per rules and regulations of the Government of India.

7) APPLICATION PROCEDURE

- 1) Publication:** Candidates must send their published papers/articles (if any) in peer- reviewed Journals/Articles/Web Blogs links along with the application as specimen of their research/ analytical writing caliber.
- 2) References:** Candidates should provide names of two supervisors as references with whom they have worked.
- 3) The CV should mention the Educational Qualification and Work Experience in the order of the most recent first and the earliest record and subsequent details later.**
- 4) Recruitment process will include written/practical test and interview.**

8) TA/DA

No TA/DA shall be admissible for interview, for joining the assignment or on its completion
