

## **Senior Manager, Policy Advocacy and Research | Full-Time**

**Location: New Delhi, India**

### **SUMMARY**

Reporting to the Chief Executive Officer and the Director, Operations, the Senior Manager, Policy Advocacy and Research executes the policy advocacy initiatives of the organization by formulating strategies and leading the activities associated with it. The Senior Manager, Policy Advocacy and Research should have skill and talent in managing the drafting of legislations and developing policy documents as well as conducting in-depth research. He/she should possess passion to engage with a wide variety of stakeholders and invest at least 3 years to the organization's mission.

### **DUTIES AND RESPONSIBILITIES**

- Play a key role in advocating for legislations nationally including drafting, consensus building and other policy advocacy interventions
- Lead research project activities including the development of team and collaborative objectives
- Develop proposals for significant research projects on the subject
- Contribute effectively towards research protocols through development of research tools, manage primary and secondary data collection
- Play a strategic role in drafting legal and policy frameworks on the issue with government machineries and other agencies
- Develop and implement legal strategies including coordinating with external counsels, media and external forums.
- Create materials on the basis of thorough research and verified data for consumption of policy makers, public and press
- Use data and numbers to draw conclusions on specific policy interventions and represent data in a visually interesting manner to the general public and media
- Check implementation of policy interventions or legislations through on ground efforts
- Keep abreast with the latest research, policy/legal related news/events on road safety & emergency care
- Carry out any other duties and responsibilities as maybe assigned

## **BASIC QUALIFICATION**

- Graduate/Post-Graduate degree in law and/or public policy is preferred
- Minimum three years experience in policy advocacy is required
- Experience in drafting legislative bills is a plus
- Strong research capability with knowledge in both qualitative and quantitative research method
- Prior experience in non-profits is preferred

## **ADDITIONAL QUALIFICATION**

- Demonstrated success in devising and deployment of policy advocacy strategy.
- Proven ability to motivate, engage, and work with staff, media, policymakers and similar constituencies.
- Must be a professional, proactive, collaborative, conscientious, and results-oriented individual.
- Must have an optimistic and positive demeanor, excellent oral and written communication skills, good intuition, and ability to adapt to changing priorities.
- Must have definite abilities to innovate, think strategically and conceptually, manage multiple projects, analyze data-based results, and display solid judgment.
- Must exhibit great attention to detail and have the ability to produce clear documentation.
- Computer literacy required; preferred experience with Windows, Excel, and databases.
- Must complete a three-month probationary period.

**Compensation:** Gross Annual Salary between INR 8 to 10 lakh commensurate with knowledge and prior experience. Additionally, medical insurance and other benefits as per organization policy.

**Location:** New Delhi with travel across India.

### **How to apply:**

The interested candidate should send the following documents to [careers@savelifefoundation.org](mailto:careers@savelifefoundation.org). Mention the name of the position in the subject of the email.

Send a copy of your resume and a cover letter expressing an interest in the role and with details of your current and expected annual CTC.

## **ABOUT SAVELIFE FOUNDATION**

**SaveLIFE Foundation (SLF)** is an independent non-profit organisation focused on improving road safety and emergency medical care across India through high-impact and strategic interventions at the policy as well as grassroots level. For more, please visit [www.savelifefoundation.org](http://www.savelifefoundation.org)

In the recent past, SLF has secured protection for Good Samaritans who help injured persons, from ensuing legal and procedural hassles; convinced Government of India to draft and introduce a comprehensive road safety law for India; ensured ban on trucks from carrying protruding rods; trained over 9000 Police personnel to rescue and revive injured persons on the road and got two Private Member Bills introduced in the Parliament.

SLF's path breaking work has been recognised both nationally as well as internationally. To know more, read [NY Times](#), [Time](#), [BBC](#) and [National Geographic](#).

SLF has also been recognised as the best non-profit in India by Rockefeller Foundation, won the prestigious Prince Michael International Road Safety Award and is a member of the Clinton Global Initiative.