Senior Associate – Policy and Research

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Sr. Associate - Policy and Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Policy Advocacy</td>
</tr>
<tr>
<td>Level</td>
<td>Level 1</td>
</tr>
<tr>
<td>Location</td>
<td>Delhi</td>
</tr>
<tr>
<td>Reporting Manager</td>
<td>Manager – Policy Advocacy</td>
</tr>
<tr>
<td>Reportees</td>
<td>-Nil-</td>
</tr>
</tbody>
</table>

Role Overview:

This role is responsible to support the Policy Advocacy & Research team with primary or secondary research, data collection & analysis and preparation of Report as guided by Manager or other team members.

Key Responsibilities:

Operational responsibilities

- Support Primary / Secondary Research as required by the Research team
- Support in representing the data in Reports or presentations to senior management / stakeholders
- 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.
- Create materials on the basis of thorough research and verified data for consumption of policy makers, public and press.
- Support other team members in preparation of Report as per guidance / instructions

*Any other additional responsibility could be assigned to the role holder from time to time. The same would be discussed between the incumbent and reporting manager

Role Specifications:

Education

- Preferable Masters, although Graduates can also apply.
Experience

- Experience in public policy advocacy including government relationship management, drafting/reviewing legislation, media management, persuasion, and negotiation
- Experience in Primary & Secondary Research, Data collection and analysis (preferred)
- Experience of working with various government departments and liaising with numerous stakeholders would be preferred.
- 1-2 years of work experience would be preferred.

Key Behavioural attributes

- Execution Focus
  - Building Trust & Relationships
  - Impact & Influence
  - Planning & Organizing
  - Communication

- Learning Focus
  - Learning Orientation
  - Analytical Thinking

- Adherence to Core Values of SLF
  - Dependability
  - Integrity
  - Mutual Respect
  - Spirit of Public Service
  - Leadership
  - Excellence

Key Performance Indicators (KPI):

<table>
<thead>
<tr>
<th>SI</th>
<th>Key Result Area (KRA)</th>
<th>Key Performance Indicator (KPI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Research &amp; Analysis</td>
<td>% adherence to timeline of primary / secondary research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% adherence to timeline of preparation of reports, briefs etc</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quality of analysis &amp; representation</td>
</tr>
<tr>
<td>2</td>
<td>Initiative</td>
<td>Number of projects or team work where the incumbent has extended his/her help</td>
</tr>
<tr>
<td>3</td>
<td>Focus on Development</td>
<td>% adherence to goal setting and performance appraisal timelines for self</td>
</tr>
</tbody>
</table>
% adherence to person-hours of training of self

How to apply: Interested candidates can apply for this position by clicking on the following link and submitting their application.

https://forms.gle/hwCmi5KT2mg6JU558