

Senior Associate – Policy and Research

Job Title	Sr. Associate - Policy and Research
Department	Policy Advocacy
Level	Level 1
Location	Delhi
Reporting Manager	Manager – Policy Advocacy
Reportees	-Nil-



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):

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

		% adherence to person-hours of training of self
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How to apply: Interested candidates can apply for this position by clicking on the following link and submitting their application.

<https://forms.gle/hwCmi5KT2mg6JU558>