

## A. ABOUT US

Sambodhi Research and Communications helps create high-impact knowledge to catalyse accountability in the public domain. We offer project management, monitoring & evaluation and research solutions to implementers, federal and state governments, donors and corporate foundations. Over the past decade, we have pioneered cutting-edge methodologies for evaluation of large-scale development interventions. Sambodhi works in areas of public health, HIV/AIDS, nutrition, water and sanitation, environment and renewable energy.

Sambodhi also works towards enhancing appreciation of evidence-based functioning in the development domain. As part of our field-building effort, we have co-founded the **Community of Evaluators-South Asia** and are home to the **South Asian Journal for Evaluation in Practice (SAJEP)** – the first-of-its-kind peer reviewed journal on evaluation from the region.

## B. JOB DESCRIPTION

**Job Title: Deputy Manager/ Manager – Research**

**Job Location: Noida, Uttar Pradesh**

### **Job Summary:**

Sambodhi is currently looking to hire Deputy Managers/Manager – Research from campuses across India to provide technical and operational support to our evaluation, research and technical assistance projects across India. The position is based at Sambodhi head office in Delhi-NCR and involves extensive travel. The work-mix includes project management, execution and business development. This is an exciting and challenging opportunity to contribute to high quality multi-input development programmes.

### **Essential Functions:**

The Manager/ Deputy manager – Research will perform following key functions:

- Overall coordination of projects including client liaison, coordination with field, data and support teams at various levels
- Prepare comprehensive and accurate resource plans for project activities detailing human, financial and time requirements
- Manage project implementation and ensure data quality with active involvement in the pre-data collection stage including:
  - Development, pre-testing and finalization of data collection instruments and protocols
  - Support in recruitment and selection of field teams
  - Deliver training to field teams
  - Implement sampling strategy including sample distribution
  - Conduct field practice and debriefing sessions for field teams
- Travel extensively to different project locations for monitoring of data collection and field activities
- Collate data and prepare comprehensive data analysis plans and protocols
- Analyse data using appropriate software programmes viz. SPSS, STATA, SAS, EXCEL, CS Pro, EPI etc
- Prepare detailed reports to document research findings
- Make and deliver presentations of reports/proposals to clients/potential clients
- Develop learning products for internal and external dissemination
- Develop proposals including quantitative and qualitative methodologies in response to request from potential clients

*The above essential functions are representative of major duties of positions in this job. Specific duties and responsibilities may vary. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job.*

### **C. DESIRED PROFILE**

#### **Education:**

Postgraduate degree in Rural Management, Social Sciences, Social Work, Public Health or related discipline

#### **Experience:**

- Up to 2 years of progressively responsible experience in Social Research & Advisory or Monitoring & Evaluation domains

#### **Personal Competencies:**

- Knowledge of Research, Evaluation, Data Analysis and related aspects
- Thematic understanding of various sectors in the social and development domain
- Ability to lead, plan and manage a complex set of activities
- Ability to operate effectively in teams
- Excellent written and verbal communication and presentation skills
- Willingness to travel extensively
- High level of involvement, engagement and ownership
- Strong time management skill and ability to prioritise
- Strong interpersonal and negotiation ability

**Point of Contact:** Interested candidates can forward their resume to [resume@sambodhi.co.in](mailto:resume@sambodhi.co.in)