



Position: Research Assistant – Mahatma Gandhi National Fellowship (MGNF)

Summary

Indian Institute of Management Ahmedabad (IIMA) invites applications for the position of Research Assistant to assist the faculty in the execution of the Mahatma Gandhi National Fellowship (MGNF) programme. MGNF is a Certificate programme in Public Policy and Management (CPPM) offered by IIMA, in partnership with the Indian Ministry of Skill Development and Entrepreneurship (MSDE). The MGNF seeks to strengthen local institutions and schemes in helping achieve their potential in local skill development programmes. The candidate will be expected to spend most of the time on IIMA Campus with occasional travel to one of the four states where the programme is implemented. The successful candidate is expected to join a team of IIMA faculty and practitioners in documentation, planning, and assisting with monitoring and evaluation of the MGNF programme.

Major Roles and Responsibilities

The RA will be responsible for:

- Providing all the necessary administrative support to the MGNF programme in coordination with the Programme Manager and Faculty Chairs.
- Planning meetings and assistance in providing logistical support to various events held as a part of the MGNF programme.
- Writing and reviewing documents and research materials in coordination with the Programme Manager.
- Coordinating with the RAs located in the state capitals and occasionally with the officials of the state and district administration.

Key Attributes required for successful candidates.

- Self-motivated individuals with strong interpersonal skills.
- Excellent written and spoken communication skills.
- Demonstrated experience working in programmes interfacing with multiple stakeholders including national- and local governments and civil society organizations.
- Willingness to travel

Educational Qualification and Experience

- Master's in Social Sciences/ Statistics/ Development Studies/Rural Technology/ Communication/Journalism or related fields with a minimum of 2 years of experience in the development sector. Skills in IT, action research, training and data analysis are preferred.
- Familiarity and ability to use MS Office is required.

Project Tenure: The MGNF tenure is for two years. However, the appointment is initially for one year with a potential for extension based on performance.

Location: The selected candidate will be working from IIM Ahmedabad campus. IIMA provides access to library and computer centre for all Research Assistants. If selected, the candidate is expected to manage their own accommodation, outside the IIMA campus which is centrally located within the city of Ahmedabad.

Reporting: The selected RAs will report to the Programme Manager and Faculty Chairs of the education programmes.

Compensation: Compensation will be commensurate with qualification and experience.

Last date to apply: **20 June 2021**

Candidates meeting all the job requirements and desirous of being considered may send an email including CV and cover letter, with the subject line "RA MGNF" to sureshm@iima.ac.in (Applications without a proper subject line may not be considered).