

**JOB CODE: CUTS25PA**

**VACANCY: Policy Analyst**

### **Job Profile**

We seek an experienced and dedicated Policy Analyst at CUTS Calcutta Resource Centre in Kolkata. The Policy Analyst will collect primary and secondary data for preparing research reports, writing briefing papers, monographs, viewpoint papers etc. and also provide guidance to junior researchers as and when necessary, among other responsibilities. Knowledge of practical aspects of economic policy or development issues is desirable. This will involve working with different teams within CUTS to develop, capacitate and deliver the research.

### **Responsibilities**

- Carry out independent primary and secondary research that would help strengthen advocacy initiatives.
- Analyse the data collected through pilot projects, and report on findings;
- Interpret results of studies, policies and laws, and prepare reports detailing findings, recommendations or conclusions.
- Prepare research reports, writing briefing papers, monographs, viewpoint papers etc.
- Make recommendations for programmes and policies based on research findings.
- Consult with government officials and staff, civic bodies, and research agencies.
- Assist in organising and conducting surveys and advocacy events.
- Coordinate and provide resources for CUTS and CRC website;
- As and when necessary, help select external service providers/partners for projects and liaise with them for implementation of deliverables according to time lines.
- Work closely with the Centre Head, CRC for strategy, planning and time lines of research and advocacy activities.

### **Qualifications and Experience**

- Post Graduate in Economics /Development Economics/Public Policy/International Relations from an institute of good repute.
- 9-10 years of professional experience of working on trade, connectivity and regional integration through research work.
- Experience of working in an international, multi-cultural environment is desirable.
- Good working knowledge and proven experience of quantitative and qualitative research with strong analytical skills.

### **Skills**

- High degree of comfort in the use of market research tools, statistical packages such as Stata, SPSS and data analysis; and
- Excellent writing skills for research papers as well as mass publications;
- Excellent communication skills both verbal and written;

- Passionate about research;
- Great team player;
- Ability to generate goodwill with working partners; and
- Ability to manage parallel tasks and deliver on time to meet internal and external deadlines.

### **Compensation**

CUTS recognises that the right candidate will have a significant impact on the success of the organisation and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with experience.

### **Location**

The position will be based in CUTS Calcutta Resource Centre in Kolkata. Occasional travel around India with potential for international travel to partners and conferences will be expected.

### **To apply**

Qualified candidates should send their resumes to [recruit@cuts.org](mailto:recruit@cuts.org), along with a cover letter highlighting your suitability for the position. Please mention job code in subject line of application. Any application received without the appropriate job code will not be considered. Given the large volumes of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.

### **Consumer Unity & Trust Society (CUTS) International**

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**Last date to receive applications: May 27, 2017**