

Recruitment – Research Associate

CUTS International Global Affairs is a pioneering global public policy research and advocacy organization with over 43 years of expertise. Based in Jaipur, and close to New Delhi, key hub for international diplomacy and policy discourse, we work towards advancing better understanding and cooperation on trade and strategic issues across the broader Indo-Pacific, Indian Ocean, West Asia, and Africa. Our mission is to impact the process and content of inclusive growth and development in India and across the Global South.

Please refer link for more information <https://cuts-international.org/>

JOB CODE: CUTS109RA

VACANCY: Research Associate, Jaipur, Rajasthan

DESIRED STARTING DATE: Immediate

Our RANC Approach:

CUTS follows a unique and integrated RANC methodology:

- **Research** - Evidence-based policy research and analysis
- **Advocacy** - Influencing policy through strategic engagement
- **Networking** - Building coalitions and partnerships across stakeholders
- **Capacity Building** - Strengthening institutional and individual capabilities

We actively engage with stakeholders across the Indo-Pacific region, quadrilateral partners, international trade bodies, and global institutions, positioning ourselves at the forefront of discussions on economic and strategic issues impacting partner countries.

Position Overview

CUTS International Global Affairs seeks a motivated and detail-oriented Senior / Research Associate to join our dynamic research team. The Research Associate will play a critical role in supporting CUTS' RANC methodology (Research, Advocacy, Networking, and Capacity Building) by conducting high-quality research on trade policy, strategic issues, technology and innovation, and energy matters relevant to the Indo-Pacific region and beyond. This position offers an excellent opportunity to contribute to impactful policy research, advocacy initiatives, and multi-stakeholder engagement at both national and international levels.

Key Responsibilities

Research & Analysis

- Conduct primary and secondary research on trade policy, strategic cooperation, technology innovation, and energy issues affecting the Indo-Pacific region and Global South
- Identify and analyse emerging trends in international trade, defence cooperation, technology policy, and clean energy transitions
- Collect, organise, and analyse qualitative and quantitative data from multiple sources including policy documents, academic literature, government reports, and stakeholder interviews
- Prepare research reports, briefing papers, policy notes, discussion papers, and issue notes for diverse audiences including policymakers, diplomats, and civil society organisations
- Assist in designing research methodologies and frameworks for various projects with end-to-end ownership

Project Management

- Support the planning and execution of research projects within agreed timelines while maintaining quality standards
- Coordinate with team members across different CUTS centers and partner organisations
- Monitor project milestones and deliverables, ensuring timely completion of research outputs
- Maintain detailed documentation of research processes, findings, and methodologies

Stakeholder Engagement & Outreach

- Assist in organising conferences, seminars, webinars, and roundtable discussions on relevant policy topics
- Partner with communication, advocacy, and outreach teams to effectively disseminate research findings to media, policymakers, and key stakeholders
- Support engagement with government officials, international organizations, think tanks, and civil society partners across the Indo-Pacific region
- Contribute to the preparation of presentation materials for various forums and policy dialogues

Knowledge Production & Dissemination

- Draft articles, blog posts, and opinion pieces for publication in leading media outlets and academic journals
- Contribute to the development of monthly briefs, occasional news wraps, and policy volumes
- Assist in maintaining and updating CUTS Global Affairs' knowledge hub with relevant research outputs
- Support the documentation of project outcomes and impact assessments

Administrative Support

- Maintain organised filing systems for research materials, references, and project documentation
- Conduct literature reviews and maintain updated bibliographies on relevant policy areas
- Assist in preparing grant proposals and project concept notes as needed
- Provide logistical support for research-related events and activities

Required Qualifications

Education

- (Preferred) Master's degree in International Relations, Public Policy, Economics, Political Science, Strategic Studies, Law, or related field
- Strong academic record with demonstrated research capabilities

Experience

- 1-3 years of relevant experience in policy research, think tanks, international organisations, government agencies, or academic institutions
- Experience conducting research on trade policy, international relations, strategic issues, or technology policy preferred
- Proven track record of producing high-quality research outputs

Skills & Competencies

Research Skills:

- Strong analytical and critical thinking abilities
- Proficiency in qualitative and quantitative research methodologies
- Ability to synthesize complex information from diverse sources
- Experience with data analysis and visualization

Communication Skills:

- Excellent written and verbal communication skills in English
- Ability to present complex ideas clearly and concisely to diverse audiences
- Strong editing and proofreading capabilities
- Experience in academic or policy writing

Technical Skills: (Preferred)

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with data analysis tools (SPSS, Stata, R, or similar) is an advantage

- Experience with reference management software (EndNote, Zotero, Mendeley)
- Basic understanding of digital research tools and databases

Interpersonal Skills:

- Ability to work collaboratively in multicultural and multidisciplinary teams
- Strong organisational and time-management skills
- Self-motivated with ability to work independently under general supervision
- Flexibility and adaptability to changing priorities
- Attention to detail and commitment to quality

Preferred Qualifications

- Knowledge of Indo-Pacific regional dynamics, trade agreements, and strategic partnerships
- Familiarity with US foreign policy, trade policy, or defense cooperation frameworks
- Previous experience working with international organizations or think tanks
- Network of contacts in the policy research or diplomatic community
- Additional language skills (particularly Asian or Pacific languages) are a plus
- Experience with policy advocacy and stakeholder engagement
- Prior international work or travel experience

What We Offer

- Opportunity to work on cutting-edge policy issues affecting the Indo-Pacific and Global South
- Exposure to high-level policy discussions and international forums
- Professional development and networking opportunities
- Collaborative and intellectually stimulating work environment
- Competitive compensation package for the non-profit sector, commensurate with qualifications and experience
- Occasional domestic and international travel opportunities for conferences and research activities
- Access to CUTS International's global network spanning multiple centers and countries

Application Process

Interested candidates should submit the following documents to hrd1@cuts.org

1. Cover letter (maximum 2 pages) highlighting your suitability for the position and interest in CUTS International Global Affairs' work
2. Updated curriculum vitae/resume
3. Two writing samples (research papers, policy briefs, or published articles)
4. Contact information for three professional references

Subject Line: Application for Research Associate Position - [Your Name]

Equal Opportunity Statement

CUTS International is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from candidates of all backgrounds, particularly those from underrepresented communities in the policy research field.

Contact Information:

Website: <https://cuts-global.org>

Note: This job description is not exhaustive and may be revised based on organisational needs and evolving priorities.