



Consumer Unity and Trust Society (CUTS) is a leading think-tank working on economic and public policy issues. From its modest beginnings in 1983, CUTS has grown significantly as a local and global research and advocacy group in addressing the challenges to enhance consumer welfare. From a small voluntary consumer non-governmental organisation (NGO) working locally in Rajasthan, a state in North West India, to make consumers aware of their rights and seek resolution of their grievances, CUTS has over time progressed to policy research and network-based advocacy on various public policy issues at state, national, regional and international levels.

Its work spans a multi-pronged agenda targeted to the realisation of CUTS' Vision of 'Consumer sovereignty' and its Mission of 'consumer sovereignty in the framework of social justice, economic equality and environmental balance, within and across borders.'

CUTS work now revolves around three verticals: Rules-based Trade, Effective Regulation and Good Governance. This graduation happened organically because of the demands made on CUTS to work on policy issues, which would enhance consumer welfare, with the realisation that consumers need to be protected upfront and not only ex post.

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

JOB CODE: CUTS62APA/PA

VACANCY: Assistant Policy Analyst/Policy Analyst (Digital Economy)

JOB LOCATION: Jaipur, Rajasthan

JOB PROFILE:

We seek an experienced self-motivated candidate to be a part of a dynamic research team within CUTS for the position of Assistant Policy Analyst/Policy Analyst.

The candidate will be integral part of the team working on data economy, covering diverse issues like privacy; data protection; e-commerce; ease of doing digital business; data transfer; artificial intelligence; internet of things; digital payments; intersection of technology and society; regulation, competition, and taxation of digital economy firms; among others.

The work will include primary and secondary research for preparing research reports and papers, policy and advocacy briefs, leading and participation in advocacy and dissemination initiatives. Demonstrable expertise and experience in data economy is preferred.

RESPONSIBILITIES

- Identify emerging issues and trends in digital economy and technology; contribute in designing project concepts and developing proposals for submission to potential donors;
- Carry out independent primary and secondary research that would help strengthen advocacy initiatives, and lead teams in this regard;
- Identification, reach out and interacting with stakeholders.
- Analyse the data collected through pilots, surveys, and stakeholder interactions, and report on findings;
- Analyse and interpret results of primary and secondary research, and prepare reports detailing findings, recommendations, or conclusions, and lead teams in this regard.
- Research and analyse proposed legislation and regulations.
- Interpret policies and laws.
- Research and drafts policy rulings on behalf of the organization.
- Prepare research reports, writing briefing papers, monographs, viewpoint papers etc.
- Make recommends for programmes and policies based on research findings.
- Identify, reach out, make presentations and interact with government officials and staff, civic bodies, and research agencies.
- Assist in organising and conducting surveys.
- 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 senior colleagues for strategy, planning and time lines of research activities.

PERSONAL ATTRIBUTES

- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques;
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organisation and to create new opportunities;
- **Analytical Skills:** Able to analyse large, complex data sets, using Microsoft Office Suite and MS Excel. Knowledge of advanced software applications (SPSS, SAS), including the use of relational databases, will be added advantage;
- **Planning & Organising:** Able to multitask, prioritize, and manage time efficiently;
- **Relationship Management:** Anticipate, understand, and respond to the needs of internal/external clients/relevant stakeholders to meet or exceed their expectations within the organisational parameter;
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organisation;

- **Cultural Understanding:** International mind set, understands different perspectives and is able to work comfortably in multi-cultural environment;
- **Accountability:** Self-starter with a strong sense of initiative and focused on results; ability to manage multiple projects within ambiguous and undefined parameters.
- **Team player:** Ability to successfully lead, manage, and train team of diverse personalities with differing backgrounds, expertise, and interest areas.

QUALIFICATIONS AND EXPERIENCE

1. Post Graduate in Law/Regulatory Issues/Economics/Public Policy/Management from an institute of good repute.
2. Minimum 3 years of professional experience of digital economy research and advocacy. Network with stakeholders in digital economy space will be added advantage.
3. Experience of working in a multicultural environment will be an added advantage.

COMPENSATION

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

JOB LOCATION

- Primary location is Jaipur, Rajasthan, India.
- Travel both within and outside India would be required as per project needs.

TO APPLY

Qualified candidates should send their resumes to careers@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. If you do not hear from our end within 15 days after the submission of the application, please consider that you have not been shortlisted.

CUTS is an equal opportunity employer and considers all applicants on merit without regard to race, national origin, religious beliefs, gender, marital status or physical disability. Women candidates are encouraged to apply.

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