



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.

With its headquarters in Jaipur and offices in India, CUTS has overseas offices in Lusaka (Zambia); Nairobi (Kenya); Accra (Ghana); Hanoi (Vietnam); Geneva (Switzerland); and most recently in Washington DC (USA).

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/>

CUTS International Washington DC (WDC) Centre was established in 2018 as the sixth overseas centre of CUTS International. The centre aims to promote civic engagement in favour of expanding Indo-US economic and strategic relations.

Please see more about our work here: <http://cuts-wdc.org/>

**JOB CODE:** CUTS63RA

**VACANCY:** Research Associate, CUTS International WDC Centre

**Desired Starting Date:** Immediate

**Job Location:** Jaipur, Rajasthan



## **JOB PROFILE**

We are looking for a self-motivated candidate to be a part of the dynamic research team at CUTS International WDC Centre for the position of Research Associate.

**Essential:** Good awareness of current national and international affairs, Knowledge and interest in the areas of international relations and geo-politics.

**Desirable:** Knowledge of Indian foreign policy, interest in Indo-US bilateral relations and the Indo-Pacific.

## **RESPONSIBILITIES**

- Undertake research projects in defined areas of interest with keen grasp of data collection, analysis and documentation.
- Contribute projects within agreed timelines, keeping in mind the quality and impact indicators set for the team.
- Collate and assist in analysis of data collected through pilot projects, and report on findings.
- Partner with other team members, the communication, advocacy and outreach teams to effectively disseminate research findings to media and other key stakeholders in the policy making ecosystem. Support dialogues, workshops, and conferences on the research outputs.
- Support the fund-raising team in submitting grant proposals and identifying new donors for our projects.

## **PERSONAL ATTRIBUTES**

- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques;
- **Analytical Skills:** Able to analyse and write on complex international issues and emerging global trends;
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organisation and to create new opportunities;
- **Planning & Organising:** Able to multitask, prioritise, 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:** 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.

### QUALIFICATIONS AND EXPERIENCE

1. Master's or Bachelor's in International Relations/International Public Policy/related degrees from an institute of repute.
2. 0 to 2 years of professional experience.

### 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](mailto: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.

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

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