

Assistant Policy Analyst (Economics)

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: CUTS65APA

VACANCY: Assistant Policy Analyst (Economics)

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.

The work will include primary and secondary research for preparing research reports and papers, policy and advocacy briefs (especially in the areas of trade and connectivity), participation in advocacy and dissemination initiatives. Knowledge of practical aspects of economic policy is desirable. Experience of working in statistical tools and econometrics is a plus.

RESPONSIBILITIES

- Undertake research projects in defined areas of interest with end-to-end ownership for project planning, data collection, analysis and documentation.
- Complete project deliverables within the 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 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.
- Carry out field research and data analysis

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 a variety of software applications (SPSS, SAS, Excel, Microsoft Office Suite), including the use of relational databases;
- **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:** 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.

QUALIFICATIONS AND EXPERIENCE

- Post Graduate from an institute of good repute in Economics, International Trade, Law and/or regulatory affairs;
- Minimum 3 to 5 years of professional experience of working with reputable organisations/think tanks;
- Experience of law and policy making is highly desirable;
- Previous experience of data economy research and advocacy preferred.
- Experience of working in a multicultural environment will be an added advantage.

TECHNICAL COMPETENCIES

- Good working knowledge of quantitative and qualitative research with strong analytical skills.
- High degree of proficiency in the use of market research tools, statistical packages such as Microsoft Excel, Stata, SPSS and other data analytical tools;
- Strong analytical skills and exceptional project management skills;

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

The position will be based in **CUTS Calcutta Resource Centre in Kolkata, West Bengal**. Travelling mostly within West Bengal and other parts of India with potential for international travel to partners and conferences will be expected.

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.

Consumer Unity & Trust Society (CUTS) International

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