

Role Summary	
Department	Research Policy Analysis & Communication
Role title	Thematic Lead – Research Policy Analysis & Communication
Location	South Delhi
Applicant	Female candidates only (cis/trans women)
Experience Required	10-12 years' experience of working in the Social Sector / NGO/policy research organization and of having been in leadership position
<b>The candidate from all marginalized communities are encouraged to apply for the position</b>	

Role Objective
<p><b>Role Description – Key Responsibilities</b></p> <p>You will be overall responsible for planning, implementing, monitoring the RPAC agenda as per the organization Strategic plan and building and supporting a team that is able to Specifically</p> <p><b>Research</b></p> <ol style="list-style-type: none"> <li>1. Conceptualize, design and prepare a Research &amp; communication plan around Non Traditional Livelihoods and Women and allied issues as well as other thematic areas on which organization Works and undertake effective dissemination of research findings. Ensure the findings get plugged into the mainstream knowledge systems, reputed journals and shared in the media.</li> <li>2. Ensure the quality data collected is analyzed timely and feedback to the internal stakeholders in time and in a manner that supports their work</li> <li>3. Spearhead policy analyses efforts required to be undertaken for building of a favorable eco-system of Non Traditional Livelihoods for women with various stakeholders such as community members, collectives, organizations, corporate organization, media and national and international policy makers.</li> <li>4. Develop strategies for organization's engagement with the various media (audiovisual, social, print &amp; digital) to ensure consistency of messaging and effectively packaging the messages with which organization plans to reach out.</li> <li>5. Facilitate monthly meetings, quarterly learning assessment of the implementation of the operational plan and present learning analysis to the leadership.</li> <li>6. Plan and ensure execution of institutional processes, such as reviews, alumni meets, and campaigns, as core team members.</li> <li>7. Able to hold a team, consultants, stakeholders, network members and ready to work with several teams internally.</li> <li>8. Networking with potential partners, stakeholders, CSOs, policymakers and others.</li> </ol> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>- To be responsible for building and strengthening the RPAC team.</li> <li>- To prepare annual plans and budgets for the team and report against the same.</li> <li>- Define and monitor performance standards for the team and to undertake regular reviews.</li> <li>- Ensure team management and build capacities.</li> <li>- Collaborate with the resource mobilization team on donor proposal development and ensure timely and accurate reporting to the donors</li> </ul>

- Have a fairly updated perspective about current local and global development discourses, structures and mechanisms

**Professional Experience - 10-12 years' experience of working in the Social Sector / NGO/policy research organization and of having been in leadership position**

- Good oral and written communication skills (English /Hindi (Knowledge of Bengali and Tamil as well will be an additional advantage)
- Excellent leadership skills and the ability to coordinate a team efficiently in order to implement the organization's mission.
- Strong problem-solving, critical thinking, arbitration and multitasking skills, as the job requires the ability to manage diverse situations
- Mobility within the assigned area. The job will require moderate travel.

Excellent skill of working with multiple teams.

Open to new ideas, concepts and learnings.

CTC- 1,00,000 - 1,05,000/Month

Interested candidates can share their updated cv on [contact@pmspl.net.in](mailto:contact@pmspl.net.in), mentioning the name of the position in the subject line.