

Position Name: Research Associate (SARI)
Position Code: IRADe/2018/RA, **Location:** New Delhi
Organization Name: Integrated Research for Action & Development (IRADe)

➤ **Organisation Profile:** IRADe is a reputed institute, which conducts multidisciplinary research, policy analysis, action programmes in the field and training in energy, environment and sustainable development. Established in 2002, the institute has collaborators and projects with well-known international and national organizations, various ministries, public and private sector. To know about IRADe, log on to www.irade.org.

➤ **Role and responsibilities:**

✓ **Research:**

1. To conduct both traditional and online secondary research using various national/international data/information sources on South Asian Power/Energy Sector covering policy, regulatory and technical aspects of power/energy system.
2. To provide research support for various activities i.e. knowledge studies, technical assistance & capacity building programs etc. being conducted to achieve SARI/EI program objectives by IRADe including review of various reports prepared by the SAR/EI consultants.
3. Develop briefing notes, issue/policy briefs, report/research summary, concept notes/papers, report writing and country energy/power sector profile related to South Asian Power/Energy Sector under the overall guidance of Technical-Head/Project Director.
4. Continuously track and compile the various key development in the area of Energy cooperation, cross border energy trade in South Asian Power/Energy Sector and prepare Research notes on the same.
5. To be responsible for supporting all activities related to Task Force-1 on “Harmonization of Policy, Legal and Regulatory Issues”, Task Force-2 on “Advancement of Transmission Systems Interconnections, SARI/EI Project Steering Committee (PSC).
6. To take follow-up action for implementation of actions points based on the taskforce meetings/PSC meetings under the overall guidance of Technical-Head/Project Director.
7. Responsible for research documentation, publishing and developing insights from reports for decision making.
8. To do necessary correspondence with stakeholders as required with approval of Technical-Head/Project Director.
9. To prepare presentations for the taskforce/PSC meeting/conferences/workshops and/or the presentation for each country as required by Technical-Head/Project Director.
10. Any other assignments based on the requirement for the success of the SARI/EI program.

✓ **Other Responsibilities for Program Support:**

1. Assist with program implementation, including preparation of agenda/agenda notes for various events such as TF/PSC meetings/capacity building programs/workshop, conference, preparing minutes of the meeting and event briefs.
2. To support in providing relevant inputs for Quarterly progress report, Quarterly updates, newsletters.
3. To provide support on SARI/EI News Bulletin, SAFIR regulatory newsletter, Annual Work Plan and USAID compliance, PMP etc.
4. Assist the administrative team for organization of relevant events (whenever needed), Preparing briefing/background notes for Technical Meetings with various stakeholders; prepare minutes of the meetings and assist with relevant follow up.

➤ **Education, experience, Personal Profile and Skills Required:**

1. M.Tech/MBA in Energy/Power system from a reputed institute with good academic credentials with 1-3 years of work experience in energy/power sector research preferably on policy, regulatory, transmission and technical aspects. Applicants with Bachelor’s degree in Electrical Engineering with MBA in (Power and Energy) are encouraged to apply.

2. Strong analytic skills including quantitative research/data analysis skills and qualitative research methodologies to collate and analyse information in a meaningful manner in the above mentioned areas.
3. Candidates having relevant work experience (1-3 years) in research/consulting set-ups and energy research projects on south Asia will be preferred.
4. Excellent written & oral communication skills, good interpersonal skills with professional etiquettes; should be able to demonstrate good report writing and drafting skills.
5. Sense of self discipline, honesty and even temperament. Willingness to learn new (research and project management) skills. Striving for rigour in research and quality in work output.
6. Ability to adapt to new environment, work in an interdisciplinary and multicultural environment with high sense of responsibility and deliver under tight deadlines in a professional environment.
7. Hard working with commitment of achievement.
8. Good knowledge in MS-Office, Power Point, Excel, outlook, internet etc.

➤ **Remuneration:** Will be commensurate with experience and expertise.

Interested and eligible candidates may apply with a **detailed CV with a passport size colour photograph, comprising of past experience, three references & a list of publications**. Please send the information at jobs@irade.org with a position code: **IRADe/2018/RA** as subject.