

Position Name: Research Assistant

Position Code: IRADe/2024/RA

Location: New Delhi

Organization Name: Integrated Research for Action & Development (IRADe)

Organization Profile: IRADe is a reputed institute, which conducts multidisciplinary research, policy analysis, action programmes in the field and training in energy, urban development, climate change, 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 of the Incumbent

- To conduct both traditional and online secondary research using various national/international data/information sources. Research work on energy and climate issues in state, national and international level (South Asian countries) projects.
- To provide research support for various activities i.e. knowledge studies, technical assistance & capacity building programs etc. being conducted to achieve Project/program objectives of IRADe.
- Prepare project reports and other deliverables, organizing project meeting/workshops etc.
- To do necessary correspondence with stakeholders as required with approval of reporting line/ group coordinator.
- To prepare presentations for the meeting/conferences/workshops as required by group coordinator.
- Any other assignments based on the requirement for the success of the projects.

Desirable Qualifications:

- Minimum post graduate and have 1-3 years of work experience in research
- 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.
- Good experience with Micro-soft office (Word, Excel, Power Point), especially Excel
- Excellent written & oral communication skills, good interpersonal skills with professional etiquettes; should be able to demonstrate good report writing and drafting skills.
- Hard working with commitment of achievement
- 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.
- 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

Emoluments will be commensurate with experience and compatible with think tanks.

IRADe is an equal opportunity employer.

How to Apply:

Please apply to jobs@irade.org with the following:

- Brief and detailed c.v.
- Recent colour passport size photograph
- Current salary (send scan copy of last salary)
- Names and contact details (telephone and email) of two references of current & previous line manager (No relatives/friends/colleagues)

Please do **NOT** enclose certificates at this stage.

Enclose only a few relevant publications and a full list.

Interested and eligible candidates may apply before **31st January 2024** with detailed CV and two professional references, current salary by indicating position Code **IRADe/2024/RA** as subject.