



Job Description for ASER Associate (Punjab)

ASER Centre (www.asercentre.org), research wing of Pratham Education Foundation (PEF) seeks to use simple yet rigorous methods to generate evidence on scale on the outcomes of social sector programs. It also aims to strengthen the link between evidence and action by building the capacity of individuals and institutions to design, conduct and understand assessments that focus on key outcome indicators. One of ASER Centre's main activities is the design and facilitation of the Annual Status of Education Report (ASER), which is one of the largest household surveys of children conducted in India. Every year since 2005, ASER has generated state and district level estimates of children's reading and arithmetic abilities. We are currently hiring for the Annual Status of Education Report 2024 for the following position:

Job title	ASER Associate
Reports to	Senior ASER Associate and Research Associate
Job base location	Punjab (with frequent travel within Punjab and across other Indian states)
Number of positions	1

Job purpose

For the role of ASER Associate, we are looking for energetic and dynamic young people who are interested in applied assessment and research and have eagerness and willingness to work hard and learn. The role requires extensive traveling within the state, especially in rural areas. ASER Associates will also be required to travel to New Delhi and/or other places to conduct field studies, monitor data collection, participate in training and coordinate projects etc.

Responsibilities

The primary tasks and responsibilities of ASER Associates are provided below:

1. Coordinate Research, Assessment and Evaluation studies for ongoing and new projects of ASER Centre in their respective states
2. Finalise evaluation tools and formats for the surveys (ASER and other studies) through survey pilots on the field
3. Preparing, translating and proof reading of survey tools, questionnaires, training manuals, letters, documents etc. in Hindi/English/Local language(s)
4. Plan and manage ASER survey and other such field level surveys with other team members
5. Finalising partners/ surveyors to carry out the respective surveys

6. Train surveyors to effectively carry out the surveys
7. Monitor and coordinate the surveys
8. Coordinate data entry for the respective surveys
9. Collate and analyze findings from the data collected
10. Disseminate findings from ASER and other studies conducted to diverse stakeholders
11. Additional tasks specific to any ASER Centre study and/or project

Required qualifications and skills

Following are the basic qualifications and competencies the candidate is expected to possess:

- Educational Qualifications: Minimum Graduate in any field
- Basic Knowledge of M.S. Office (Excel, Word and PowerPoint)
- Basic understanding of mathematical concepts
- Strong understanding of ground level situations. Prior experience of managing programmes or field surveys shall be helpful
- Proficiency (read, write and speak) in at least one of the two languages: Hindi and English. For non-Hindi speaking states, candidates must be proficient in being able to read, write and speak in the local language
- Candidates should possess strong oral and written communication skills to effectively mobilize, train and communicate with large groups of people
- Attention to detail to effectively coordinate capacity building, research, assessment, monitoring and evaluation processes
- Possession of analytical skills will be an added advantage

**Freshers may apply*

In addition to the above technical competencies and qualifications, the candidate should be:

- Able to handle work pressures and deliver under tight schedules
- Able to work well in teams and lead teams, when required to do so

The candidates shall be expected to work in close coordination with ASER Centre central team in New Delhi and the respective State/Region leadership. Mutual understanding between the ASER Associates and the State/Regional leadership to meet ASER Centre related goals is critical to our workings.

Remuneration

The salary for this position is Rs 28,000/- CTC per month. This includes Provident Fund contribution. Taxes as applicable will be deducted. Salary is negotiable. A laptop and data card shall be given separately. Travel, Food and Lodging Costs for work related travels outside base location shall be separately borne/ reimbursed by PEF.

Application process

- Kindly email CV and Cover Letter to prabhsimran.singh@pratham.org. Kindly mention the job title - *Application or the post of ASER Associate Punjab* in the subject line. Please send your CV and cover letter as only 1 document. CV should contain names of two references. References can be previous employer, college/university professor, residential neighbor, colleague. Immediate relatives can't be given as references.
- Based on CV and a short telephonic chat, shortlisted candidates will have to appear for a test to assess their mathematical, Excel, Presentation making, language, translation skills and a personal interview.
- We are taking applications on rolling basis

All application related queries can be addressed to Prabhsimran Singh at +91-8558929400.