

Job Description: Research Associate, Survey Unit, ASER Centre, New Delhi

Employment type	Full time
Reporting to	Senior Research Associate, Survey Unit, New Delhi
Location	New Delhi
Travel	Occasional travel to rural locations across the country
Duration	Minimum 2 years' commitment
Remuneration	CTC 6.6 lac per annum, negotiable
Deadline	5 April 2025

Organisation overview

ASER Centre generates evidence for action. It focuses on outcomes and processes in education and other social sectors. It builds the capacity of individuals and institutions to measure at scale, understand, communicate, and act upon the findings of assessments and research, with the objective of improving the quality of social sector programs. It aims to create a culture where rigorous measurement of outcomes is integral to action, thus bridging the gap between theory and practice, assumption and reality. The ASER Centre approach has its roots in Pratham's work across urban and rural India to help children acquire basic skills in reading and arithmetic. ASER Centre was established as an autonomous unit within the Pratham network in 2008.

Position overview

One of ASER Centre's main activities is the design and implementation of the Annual Status of Education Report (ASER) survey. Facilitated by Pratham since 2005, ASER is the largest household survey of children's schooling and learning in India. Each year the survey is designed and implemented by the Survey Unit. The unit comprises 6 Research Associates (RA) based out of Delhi, 6 Zonal Managers (ZM) and 2-4 field associates in each state. Each RA, along with a ZM is allocated 3-5 states. While the RA is responsible for survey and material design and documentation related work for the assigned states, the ZM is responsible for operations and management. The RA must work closely with the ZM to ensure smooth execution of the ASER survey and any other projects in the assigned states. Apart from the ASER survey, the RA is also part of the design and implementation of other research projects/assessments/impact evaluations undertaken by ASER Centre.

The RA's role is spread over two parts:

Part 1: ASER survey

- **Before the survey:**
 - Design survey questionnaires and other tools through secondary research and piloting.
 - Design training material – both print and audio-visual.
 - Translate survey, assessment and training materials in Hindi and regional languages (if applicable).
 - Review training material created by states.
- **During the survey:**
 - Travel to conduct trainings and participate in survey field work in states as needed.
 - Coordinate with ZM and track survey roll-out for allocated states.
 - Track implementation of quality control measures.
- **After the survey:**
 - Prepare, proofread and edit report content.
 - Compile, analyse and interpret data for the report.

- Create state findings presentations.
- Collect information from states about processes implemented and analyze it for internal reflection.
- Ideate data dissemination strategies, prepare material, and participate in events.

Part 2: Other responsibilities

- Liaise with other units at ASER Centre to design and coordinate end-to-end research projects and assessments, including creating reports if needed.
- Support states other than those allocated for any task on a need basis.
- Produce written content like articles, blogs, research papers, etc. representing ASER Centre.
- Continuously upskill and build own as well as field associates' capacity in research and data related topics.
- Contribute to the creation of content for ASER Centre's social media platforms.

Qualifications, skills and abilities

Education - Minimum graduate in any field. A background in social work or education will be an advantage.

Work experience

- Experience and performance in internships will be considered for fresh graduates.
- Previous full-time job/work experience is preferred but not essential.
- Exposure to research and/or fieldwork in a previous workplace or internship will be an advantage.

Communication

- Reading, speaking, and writing proficiency in English and Hindi is essential.
- Proficiency in any other Indian language will be an advantage.
- Strong written and oral communication skills to correspond with a diverse audience – rural, urban, faculty and students, government officials, partner organisations, donors, etc.

Technical

- Working proficiency in MS Office – Word, PowerPoint, Excel.
- Experience in data analysis will be an advantage.

Organisational

- Able to handle work pressure and deliver under tight schedules.
- Takes initiative and thinks innovatively.
- Has attention to detail and applies it to all assigned tasks.
- Respects diversity and is able to work in large and small groups.
- Interested in rural travel, often at short notice.
- Open to living in a rural setting with basic facilities and working with diverse stakeholders.

Application process

To apply, fill out the Google form link here <https://forms.gle/LzCDgGNF1bE47j4v8> and upload the following documents:

- Latest CV
- Statement of Purpose (SOP) describing your motivation to apply for this role and what makes you a good fit for this role in up to 750 words. Please give specific examples that align with the job requirements.

Incomplete applications will not be considered. Shortlisted candidates will be contacted for three subsequent rounds: telephonic/online interview, written assignments, and final interview.

Only shortlisted candidates will be contacted at each stage of the recruitment process.