

Job Title: Project Associate – Bihar Behavioural Insights Unit (BIU)**Reports to:** Policy Manager, CSBC**Location:** Patna, Bihar**Experience (in years):** 2 years**Nature of work: Full Time (1 years)****About Ashoka University:**

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods. **For further information, please visit www.ashoka.edu.in.**

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- Be Mission-Driven
- Think Strategically
- Act Authentically
- Take Accountability
- Build Collaboration
- Deliver Excellence

About Department/Centre:

The Centre for Social and Behaviour Change (CSBC), Ashoka University

CSBC was founded by and is part of Ashoka University, India's leading liberal arts university, and is supported by the Bill and Melinda Gates Foundation. Since our inception, we have been dedicated to expanding and sharing knowledge and underscoring behavioural science's role in building public policies that directly impact society. **For further information, please visit <https://csbc.org.in/>**

We seek to establish a globally reputed Indian institution, driving behavioural change measures for people and communities in need. We advance the science and practice of behaviour changes, harnessing cross-disciplinary expertise to improve outcomes in nutrition, sanitation, maternal health, family planning, and financial services through a mix of behavioural change programmes, foundational research and capability building

Role and Responsibilities for Associate position:

The Bihar Behavioural Insights Unit was started a year back in 2021, and currently has a range of exciting projects including to uplift the ultra-poor through partnering with JEEViKA, the State Rural Livelihoods Mission, to improve road-cleaning and work of sanitation workers with Patna Municipal Corporation, and a scale-up of a behaviour science informed kit to promote Covid-19 safe behaviours. We are excited to expand the team with a new project to address the adherence of Iron and Folic Acid (IFA) supplements to reduce anemia with women of reproductive age and adolescents. This is an exciting team to join with government partners capable of large scale change.

The Project Associate will have a key role to ensure the work of our team is informed with the local context of the policy ecosystem, and a clear understanding of the operating of government systems. Our team requires both deep analysis of evidence, and clarity of the landscape we will work in, to strengthen our understanding of problems and how we may innovate solutions and evaluate impact. The Project Associate will support the range of behaviour science informed projects in Bihar, including with diagnostic studies, briefing the design team, and supporting stakeholder engagement, and field research. Accordingly, the role includes:

1. **Intelligence briefings:** prepare evidence reviews for you projects and briefings on the policy ecosystem, to inform our overall strategy and work; drawing on government data, academic papers, field studies, and interviewing experts, as required;
2. **Track current affairs:** media briefings for the policy and programme updates to be maintained on a monthly basis;
3. **Project documentation:** maintaining timely records and documentation of project work, including meeting minutes, project logs, progress updates, stakeholder analysis, and support on analysis and content for external presentations and reports etc;
4. **Coordinate field studies:** as per project needs, including diagnostic qualitative work evaluation studies, assisting in finalizing vendors, maintaining data quality, drafting reports and maintaining documentation.
5. **Supporting projects with:** managing financial reports and contracting requirements; analysis of government systems to inform scale-up planning; and preparing updates for stakeholders so there is alignment and clarity on next steps.
6. **Travel:** Travel to and stay in districts as per project needs.
7. **Organize events and meetings:** including workshops, seminars, and public events, under the guidance of the reporting manager and coordinating with other partners;
8. Any other tasks based on needs and as assigned by the reporting manager / organization .

Eligibility: A minimum of 2 years of work experience in analytical, consulting or policy role.

Education Qualification: Bachelor's or Master's degree in economics, social sciences, public policy, sociology or related fields.

Competencies:

- A minimum of 2 years of work experience in project management or policy projects;
- Strong writing and documentation skills;
- Experience of working in Bihar is an advantage, but not necessary;
- Fluency in English and Hindi (essential).

In your application please include:

- The position title **Project Associate Bihar BIU** in the subject line of the email
- A two-page CV
- A one-page cover letter highlighting your experience relevant to the job requirements.

Last Date for Application 20th Dec, 2022

Application Submission Process:

Please submit an updated CV at careersatcsbc@ashoka.edu.in with the subject line – <Job Name +Department Name_ApplicantName>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

Candidates applying after the due date will not be considered.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.