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| Job Title | Research Methodology and Documentation Specialist |
| Job Category | Managerial |
| Department/Group | PPOMU |
| Travel Required | Yes |
| Location | Bhubaneswar |
| Upper Age Limit | 40 years as on 1 October 2012. |
| Experience Required | Minimum 10 years |
| Remuneration | Rs. 60,000 - 75,000 Per Month |
| Position Type | Contractual |
| Duration | 3 years |
| Job Purpose | Research Methodology and Documentation Specialist will be responsible for maintaining the credibility of research funding through stringent quality checks and document the process and assumptions |
| Responsibilities | <ul style="list-style-type: none"> • Design appropriate research methodology for the evaluation and impact assessment of various schemes; • Design promotional strategies and related materials to encourage participation and support for research assessment of development schemes. • Consolidate and improve the research methodology to ensure that the findings are based on a solid methodological foundation. • Ensure that relevant research methodology is applied and all M&E survey are handled in accordance with established protocols, policies and procedures by the agencies. • Provide inputs to ToRs in the research and survey requirements, research tools; • Assuring quality of data collected through Research Agencies, drawing inferences, report writing and ensuring adequate documentation of all research efforts; • Supervise the data collection process and develop means to systematize and streamline data entry and analysis • Provide statistical analysis and interpretation of data collected, and construct the monthly/ quarterly/ annual reports. • Review and regularly update baseline, indicators, tools and data sources around development project performance and accountability. • Provide technical advice to the PPOMU team on quantitative research methods and statistical analysis and on construction of indices. • Promote and assist the regular documentation of research and assessments for use by user departments as well as by academicians / research organisations. • Develop estimates of time and resources for research projects. • Develop presentations and present information and training sessions to agencies and concerned departments. • Keep agencies and concerned departments informed on progress through regular reports and newsletters. • Showcase best practices identified under different programmes within Odisha. • Help in developing the web-portal for archiving the documents and present the information to help management decision process. • Undertake any other reasonable duties as may be requested from time to time. |

Selection Criteria

- Post Graduate degree or equivalent in Economics, Mathematics, Statistics or related field may be considered
- Should possess specialized knowledge of Social Research Methodology.
- S/he should possess expertise in designing sample size and research methodology for evaluating and assessing performance of various development schemes.
- Solid analytical and research skills, both in qualitative/quantitative approaches.
- Good writing skills, writing up research and consultancy reports, as well as other publications.
- Good IT skills including MS Office (Word, Excel, Power Point and Access) and ideally a statistical package.

