

TERMS OF REFERENCE

POST: CONSULTANT – 01 (One)

Job Description for the Post of Research Associate

Post: Consultant

Reports to: Head, Department of Communication Research/ Project Coordinator

Responsibility: All the work related to Project

Main Function: He or She will be responsible for designing research tools, survey in selected states, data analysis, research papers, report writing and presentation of results/findings.

1) GENERAL CONDITIONS FOR ENGAGING CONSULTANT

- The engagement will be of a temporary nature and the appointment can be cancelled at any time by the Institute without assigning any reason.
- Consultant would be engaged for a fixed period of time for providing high quality supervision and management of research studies undertaken by the Department.
- The appointment would be on a Full-time basis and they would not be permitted to take up any other assignment during the period of engagement with IIMC

2) KEY RESPONSIBILITIES

Research Project Related:

- Execute the research project, including use of appropriate methodologies, preparing tools and supervising field-work, and report writing
- For project, serve as a primary point of contact with partners on design, execution of the project and reporting;
- Manage work-plan, track deadline, and ensure overall quality control as a team leader;
- Undertake research writing for publications for peer-reviewed journals and prepare program reports

Training Related:

- Design and Conduct training programmes/workshops on Research Methodologies and Media/Communication Research. Supervise training/ workshop related preparation;
- Prepare/Design Training Module/Course Material

3) EDUCATIONAL QUALIFICATION

a. Essential:

Masters' degree in Social Sciences preferably in Mass Communication/ Economics/ Development/ Marketing/ Psychology from a UGC recognized University /National-level Institution

b. Desirable:

M. Phil / Ph. D in the relevant area (as indicated above) from a UGC recognized University /National-level Institution

4) ESSENTIAL WORK EXPERIENCE:

Candidates with Masters' Degree: A minimum of **8 years'** and regular work experience

OR

Candidates with M. Phil/Ph. D: A minimum of **6 years with M. Phil / 5 years with Ph. D** relevant regular work experience (Experience post PG Degree)

Essential work experience should be in the following capacity:

1. Supervising time-bound research projects in Government / Non-Government / International Organisations.

OR

Working on Development Communication projects as Project Coordinator in a recognized Organization.

2. Experience and knowledge of analyzing qualitative and quantitative data for multi-centric projects/studies

5) ESSENTIAL ACADEMIC ORIENTATION

- A proven record of published independent research papers/reports.
- Good theoretical grasp of the issues involved in Development related subjects / Communication studies/ Market Research /Social Science Research.
- Candidates with requisite experience in the relevant field will be given preference

6) ESSENTIAL SKILL-SETS REQUIRED:

- Understanding of Qualitative and Quantitative Research Methods & Tools.
- Computer software proficiency with high level of familiarity with commonly used packages like Excel, SPSS/NVivo with proficiency in statistical analysis.
- Excellent analytical, written/communication and presentation skills
- Must be self-managed, proactive, responsive and focused
- Demonstrated ability to learn quickly, be a team player and manage change effectively
- **Should be prepared to travel extensively.**

7) PUBLICATIONS

Candidates must send their published papers/articles in peer-reviewed Journals/Articles/Web Blogs links along with the application as specimen of their research/ analytical writing caliber.

8) REFERENCES:

Candidates should provide references of two supervisors with whom they have worked.

9) PERIOD OF ENGAGEMENT (DURATION)

The selected candidate will be hired for a period of six months. This term can be extended further from time to time depending on the performance of the candidate and requirement of the department.

10) APPLICATION PROCEDURE

- The CV should mention the Educational Qualification and Work Experience in the order of the most recent first and the earliest record and subsequent details later.
- Recruitment process will include written/practical test and interview.

11) REMUNERATION

Total emoluments for the post would be a consolidated amount of Rs.50,000/- per month, with no other perks or facilities. The consolidated remuneration paid per month will be subject to deduction of Income/Tax/Service Tax as per rules and regulations of the Government of India.

12) TA/DA

No TA/DA shall be admissible for the interview, for joining the assignment or on its completion

POST: RESEARCH ASSOCIATE – 01 (One)

Job Description for the Post of Research Associate

Post: Research Associate

Reports to: Consultant / Project Coordinator

Responsibility: All the work related to Project

Main Function: He or She will be responsible for designing research tools, survey in selected states, data analysis, research papers, report writing and presentation of results/findings.

1) KEY RESPONSIBILITY:

- Contribute in developing effective strategies and activities against the agreed project deliverables
- Design and conduct field-work in selected States for data collection
- Monitor the process of data coding, entry, cleaning and undertake Analysis on SPSS/Excel.
- Data analysis interpretation and Report writing
- Work with other team members and submitting reports on timely (weekly/fortnightly) basis as required for internal and external use
- Assist in managing any relevant internal or external communication related to the project.

2) EDUCATIONAL QUALIFICATION:

Essential: Masters' degree in any discipline of Social Sciences, preferably in Mass Communication/ Sociology/ Demography/ Development studies.

Desirable: NET/M. Phil / Ph. D in the relevant area (as indicated above) from a UGC recognized University /National-level Institution

3) WORK EXPERIENCE:

Candidate with Masters' Degree: A minimum work experience of 3 years in the relevant field is essential.

Candidate with M.Phil/ Ph.D: Experience in the relevant field will be given preference

4) ESSENTIAL SKILL-SETS REQUIRED:

- Comprehensive knowledge of research methodology in relevant subject.
- Evidence of work with Qualitative and Quantitative Research Methods & Tools.
- Computer software proficiency in use of statistical software like Excel, SPSS etc.
- Excellent oral and written communication and presentation skills
- Analytical and Interpersonal Communication Skills

5) PERIOD OF ENGAGEMENT (DURATION)

The selected candidate will be hired for a period of six months depending on the performance of the candidate reviewed quarterly by the Project Coordinator.

6) REMUNERATION

Total emoluments for the post would be a consolidated amount of Rs.35,000/- per month, with no other perks or facilities. The consolidated remuneration paid per month will be subject to deduction of Income/Tax/Service Tax as per rules and regulations of the Government of India.

7) APPLICATION PROCEDURE

- 1) **Publication:** Candidates must send their published papers/articles (if any) in peer- reviewed Journals/Articles/Web Blogs links along with the application as specimen of their research/ analytical writing caliber.
- 2) **References:** Candidates should provide names of two supervisors as references with whom they have worked.
- 3) The CV should mention the Educational Qualification and Work Experience in the order of the most recent first and the earliest record and subsequent details later.
- 4) Recruitment process will include written/practical test and interview.

8) TA/DA

No TA/DA shall be admissible for interview, for joining the assignment or on its completion

POST: RESEARCH ASSISTANT – 01 (One)

Job Description for the Post of Research Assistant

Post: Research Assistant

Reports to: Consultant/ Project Coordinator

Responsibility: All the work assigned

Main Function: He or She will be responsible for survey in selected states, data analysis, paper writing, report writing and preparing presentation for client Ministry.

1) KEY RESPONSIBILITY:

- Conduct field-work in selected States for data collection
- Manage and conduct timely completion of the process of data coding, entry, cleaning and Analysis on SPSS/Excel.
- Data interpretation, research paper writing and Report writing
- Work with other team members and submitting reports on timely (weekly/fortnightly) basis as required for internal and external use
- Assist in managing any relevant internal or external communication related to the project as instructed by the Project Director/Co Project Director.

2) EDUCATIONAL QUALIFICATION:

Essential: Masters' degree in any discipline of Social Sciences, preferably in Mass Communication/ Sociology/ Demography/ Development studies.

Desirable: M. Phil / Ph. D in the relevant area (as indicated above) from a UGC recognized University /National-level Institution

3) WORK EXPERIENCE:

Candidate with Masters' Degree: A minimum work experience of 2 years in the relevant field is essential.

Candidate with M.Phil/Ph.D: Experience in the relevant field will be given preference

4) ESSENTIAL SKILL-SETS REQUIRED:

- Comprehensive knowledge of research methodology in the relevant subject.
- Evidence of use of Qualitative and Quantitative Research Methods & Tools.
- Computer software proficiency with high level of familiarity in use of statistical packages like Excel, SPSS etc. with proficiency in statistical analysis.
- Excellent oral and written communication and presentation skills
- Analytical and Interpersonal Communication Skills

5) PERIOD OF ENGAGEMENT (DURATION)

The selected person will be hired for a period of six months depending on the performance of the candidate reviewed quarterly by the Project Coordinator.

6) REMUNERATION

Total emoluments for the post would be a consolidated amount of Rs.30,000/- per month, with no other perks or facilities. The consolidated remuneration paid per month will be subject to deduction of Income/Tax/Service Tax as per rules and regulations of the Government of India.

7) APPLICATION PROCEDURE

- 1) **Publication:** Candidates must send their published papers/articles (if any) in peer- reviewed Journals/Articles/Web Blogs links along with the application as specimen of their research/ analytical writing caliber.
- 2) **References:** Candidates should provide names of two supervisors as references with whom they have worked.
- 3) The CV should mention the Educational Qualification and Work Experience in the order of the most recent first and the earliest record and subsequent details later.
- 4) Recruitment process will include written/practical test and interview.

9) TA/DA

No TA/DA shall be admissible for interview, for joining the assignment or on its completion
