

Sadhikaratha Foundation
Position: Research and Advocacy Manager (RAM)

Organisation : Sadhikaratha Foundation, Hyderabad
Position : Research and Advocacy Manager (RAM)
Reporting to : Chief Operating Officer (COO)
Location : Hyderabad
Closing Date : 30 September 2015
Salary : Competitive salary package based on qualification and experience
Website : www.sadhikartha.org

Background : Sadhikaratha Foundation (SF) is a not-for-profit company, promoted by Mahila Abhivruddhi Society (formerly APMAS) for taking up consulting assignments, research studies, training of trainers programs, mid-term and final evaluations, baselines, impact assessments and action research projects as per the needs of the clients (multi-lateral & UN agencies, Donors, Governments, CSR Foundation & NGOs). SF focuses on supporting people's institutions engaged in building social capital, community based microfinance, livelihood promotion, poverty reduction initiatives that enhance the quality of life of the marginalised especially women in rural & urban areas.

Purpose: Research and Advocacy Manager will work closely with the Director, Research & Advocacy in designing and conducting the research studies and in preparing the reports.

Key Responsibilities

- Identification of research topics/areas
- Preparation of research study designs, sampling methodologies & proposals
- Manage a team of research associates and provide necessary guidance
- Collection of data; organizing field teams for data collection and data analysis
- Writing, editing and quality control of research reports and publications
- Dissemination of the results of research projects to internal and external constituents through sharing of research reports, meetings, workshops, trainings, conference presentations, publication of articles in reputed journals, and web sources etc
- Prepare policy brief for advocacy and maintain up-to-date data on key policy and advocacy issues relevant to the work of the Company
- Organize and participate in workshops/ seminars/ conferences/ exposure visits necessary for research projects and advocacy
- Plan and prepare discussion and background papers for various events
- Document and prepare proceedings of the events & reports of various kinds
- Preparation of work plans and budgets
- Develop a repository of various publications relating to the objectives of the Company
- Establish institutional linkages with various academic, research, training, government and non-government institutions for organizing joint research programmes / events
- Establish networks and research groups and acquire membership in existing ones
- Support internal teams to undertake baselines, impact assessments of various programmes
- Undertake process documentation and case studies on best practices

- Preparation of annotated bibliographies and abstracts
- Update the content of the website
- Purchase/subscribe relevant books, journals and magazines
- Maintenance of database for research studies undertaken

Qualifications and Experience

- Masters in Rural Development, Economics, Social Work, Statistics, Sociology, anthropology or any other relevant discipline.
- Doctoral degree in social sciences or an equivalent work
- Minimum seven years of research experience
- Strong written and oral communication skills
- Minimum three Publications in reputed journals
- Language skills in English, Telugu and Hindi
- Excellent skills in computer applications and web tools
- Excellent administrative and project management skills with competing demands
- Ability to work independently
- Knowledge and experience in research methods

Skills and Competencies

- Interpretation skills to work effectively with a wide array of constituencies
- Good communication and drafting skills
- Ability to work in teams

Interested and qualified candidates should send your CV to **hr@apmas.org** and mention the post you are applying for in the subject line. Women candidates are encouraged to apply. Only Shortlisted Candidates will be contacted!