

## **Advertisement for the post of Program Manager**

Centre for Sustainable Employment (CSE), Azim Premji University (APU), in collaboration with IIM-Bangalore, University of Cambridge and University of Western Australia is leading a large labour market survey in two states in India (Karnataka and Rajasthan) this year to understand the ways in which social identity plays a role in the job market. The results of this survey will comprise the next State of Working India 2020 Report.

We are looking for a Program Manager to manage the labour market survey. The details of the position and the requirements are listed below.

### **Job Responsibility**

The primary responsibility of this role is to help design, conduct and manage a primary labour survey.

### **As the Program Manager, you'll need to:**

1. Help finalize the survey instrument in co-ordination with the research team,
2. Managing and directing all components of the field work including working with the external survey agency, training and co-ordinating with field managers, and managing the CSE field team.
3. Developing data analysis methodology and documentation of protocols
4. Manage the necessary paper work required for funding agencies and host institutions (APU and IIM-B)
5. Help with data analysis and dissemination of results

The candidate will have an opportunity to work closely with the research team to produce original research output. The Centre provides flexibility to develop research and data analysis skills that can pave the way for future careers in academic, research and policy-making oriented jobs in the private and public sector.

The job will be based out of IIM-B and the Centre for Sustainable Employment, Azim Premji University, Bengaluru. It will entail travel to the field sites.

### **Qualifications**

- The candidate should have a Master's degree, preferably in social sciences, and/or related disciplines.
- Minimum two years of experience in managing large quantitative surveys or teams is required.
- Knowledge of data analysis software is required.
- The candidate should have a strong attention to detail, excellent management and organizational skills, ability to successfully complete assigned tasks and meeting deadlines.
- The applicant will need to have strong interpersonal skills and demonstrate the ability to be a team player. The candidate should be fluent in English and Kannada/Hindi.

### **Duration**

We are looking for a minimum commitment for one year starting July 2019. This may be extended based on performance.

### **Remuneration**

Salary will be commensurate with experience and qualifications.

Please send your C.V. with a covering letter stating your suitability for the role to [cse@apu.edu.in](mailto:cse@apu.edu.in), with subject line: **"Application for Program Manager position"**. Last date for submission of CV along with a cover letter is July 7<sup>th</sup>, 2019.