# Research Associate

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Research Associate-Resource Mobilization &amp; Partnerships</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Post</td>
<td>One</td>
</tr>
<tr>
<td>Organization</td>
<td>SJHIFM</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Lead/Senior Research Associate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Haryana (Panchkula)</td>
</tr>
<tr>
<td>Duration</td>
<td>1 year (extendable based on performance)</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>SJHIFM to issue Direct Contract</td>
</tr>
<tr>
<td>Remuneration</td>
<td>Rs. 72,094/-Rs.91,380/Month</td>
</tr>
</tbody>
</table>

The State Government of Haryana has solicited the technical support of United Nations Development Programme in identifying qualified and experienced professionals to work with Swarna Jayanti Haryana Institute for Fiscal Management on different domain areas. UNDP will support the State Government in identifying technical experts through its Recruitment and Selection process. The contract will be issued by the State Government as per their Terms and Conditions. The decisions with regard to contract management, contract extensions etc. Will be governed by the Terms and Conditions of the contract and at the discretion of the State Government.

## Background

Swarna Jayanti Haryana Institute for Fiscal Management (SJHIFM) is one of its kind initiatives in India in the field of Public Economy and Policy. It is meant to serve as a premier research institute of the State in the field of Public Economy & Policy. The Institute aims to strengthen the State’s capacity on issues concerning Public Financial Management and play a key role as a high-quality think tank on the subject and provide state of the art advice to the Govt. of Haryana. Indian economy and governance systems are changing at a fast pace, throwing a bigger challenge for the State Governments to respond in equal measure. For a modern and responsive Finance Department at the State level, it is important that “informed” decision making within government including up to local bodies based on consistent and transparent governance processes is put in place. Drawing its mandate from the 5th State Finance Commission Report and the Sustainable Development Goals 2030 VISION of Haryana, the vision of SJHIFM would be to work as a ‘Policy Think Tank’ for the State of Haryana, and aim to upgrade/ build the internal State stakeholders capacity through structured training and research programme. It will achieve this by forging partnerships and engagement with experts from various fields and from the Universities / Institutes of National and International level. The Institute has been registered under the he Haryana Registration and Regulation of Societies Act,
Duties and Responsibilities:

Under the supervision of the Lead/Senior Research Associate, the incumbent will –

- Generating and managing the creation of high-quality written fund raising materials as part of a ‘production pipeline’ comprising tailored letters, brief descriptions of research/project work, sponsorship brochures, and proposals and application forms for funding as required at each stage of the development process.
- Participate in drafting donor specific strategy papers and assist in the preparation of reports that show the results achieved by Resource Mobilization and its value add
- Working closely with project/Policy team to ensure that descriptions of project work accurately reflect project’s objectives, and ensure that project funding needs are accurately presented, and that funds requested align as closely as possible to programme work plan at any given time
- Developing presentations, speaking notes and meeting briefs to support the Team Head and Management Team.
- Contributing to work planning for initiatives, including in the tracking and monitoring agreed-upon activities.
- Assisting the team in other areas related to partner engagement as necessary, and performing any other duties as may be assigned
- Provide technical inputs in planning the roll-out by bringing together relevant experiences
- Contribute substantial input to development of work plans, research questions, project concept notes, and field research guides.
Competencies:

Functional Competencies:

Job Knowledge/Technical Expertise

a. Thoroughly familiar with the Central and State policies related to Finance and Economics, development context and challenges about key developmental issues in the state.
b. Writes concept notes, background material based on secondary data.
c. Excellent written and oral Communication skills
d. Knowledge of Computer skills including Internet and Office.

Results Based Programme Development and Management

e. Researches linkages across programme activities to identify critical points for integration.
f. Participates in formulation of project proposal and ensure substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly.
g. Strong writing and analytical skills.
h. Ability to conduct empirical analysis having research tools such as Regression and Econometric Models.

Core Competencies:

- Promotes and enforces ethics and integrity and creates precedence in good practice.
- Demonstrates Central, State and corporate knowledge and sound judgment
- Self-development, ability to take initiative, adopts a corporate approach to complex situations.
- Creates and promotes an enabling environment for open communication.

Required Qualification and Experience:

Education:

- Master’s degree in public policy/ Economics/Business Economics/ Public Administration/ Public Finance/ Business Administration/ Management/ Commerce /Public Health/Social Science/Nutrition Science/Chartered Accountants/ICWA/CS or related fields.

Experience:

At least 3-5 years of post-qualification relevant experience in one or more of the following areas:-
Programme Management, Policy Formulation, Financial Management (Resource, Expenditure, Accounts, Costing, or Debt), Public Procurement, Operations, Monitoring and Evaluation, Business Outreach, Administration.

**Language Requirements:** Fluency in written and oral English and Hindi.

To Apply, please send your updated CV at hrrecruitment.in@undp.org.

Please put the post title: “Research Associate-Resource Mobilization & Partnerships” as a subject to the email.