

Research Associate

Post Title : Research Associate-SDG Localization
No. of Post : One
Organization : SJHIFM
Supervisor : Lead/Senior Research Associate
Duty Station : Haryana (Panchkula)
Duration : 1 Year (extendable based on performance)
Type of Contract : SJHIFM to issue Direct Contract
Remuneration : Rs. 72,094/-Rs.91,380/Month

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 Haryana Registration and Regulation of Societies Act, 2012 on 03.11.2016. The Governing body of the Institute is headed by Hon'ble Chief Minister, Haryana as a Chairman, Finance Minister, Haryana as Vice Chairman, Chief Secretary, Government of Haryana as President, Administrative Secretaries of Revenue, Finance & Planning, Excise & Taxation, Urban Local Bodies, Development & Panchayats and other officers of Finance Department as Members of the Society and Director of the Institute as a Member Secretary. The Director of the Society shall be responsible for the proper administration of the affairs of the Society under the direction and guidance of the Governing Body of the Society. Under the supervision of the Director, there will be three major wings comprises of Technical/Managerial Wing, SDG Wing and Administrative Wing. These wings will work together for smooth functioning of the Society.

Duties and Responsibilities:

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

- Provide coordination support to State Govt. , various agencies involved, key officials/nodal officers to help set up meetings and network with them for supporting SDGCC work
- Work closely with all the SDGCC component teams to ensure smooth flow of work within teams and create tools for all teams to share and learn from each other.
- Support and Management of budgets and Procurement and to prepare financial reports as per State rules and regulations for the SDGC
- Monitor tenure of contracts and deliverables and raise requests for amendments and extensions with approval from Director of the Institution
- Support the internal and external review of SDGCC work
- Support team building and office team management through innovative team building collaborative events
- Manage overall office database and lists of use for the SDGCC project like responsible involved agencies counterparts, subject matter experts, Media, speakers and technical experts etc
- Supervise vendors and external stakeholders to ensure timely submission of required outputs/deliverables
- Support the creation of agenda, logistical note and post event reports in close coordination with the Component associates
- Coordinate with component associates to help them manage procurement and event related budgets
- Support the creation of progress reports, brief concept notes, proposals, TORs for consultants and presentations for the SDGCC
- Assist the SDGCC Senior Project Associate in conducting secondary research

related to various SDGs

- Management of files, letters and correspondence for the Institute

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/ 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-SDG Localization**” as a subject to the email