

**Job Title:** Associate, Bihar BIU

**Reports to:** Policy Manager Bihar, CSBC

**Location:** Patna, Bihar

**Experience (in years):** Minimum 2 years

**Nature of work:** Full Time (1 year) with the possibility of extension

#### **About Ashoka University:**

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods. For further information, visit [www.ashoka.edu.in](http://www.ashoka.edu.in).

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

#### **About Department/Centre:**

**Centre for Social and Behaviour Change (CSBC)** is a leading Indian behaviour science institution, driving behavioural change measures for people and communities in need. CSBC advances the science and practice of behaviour change, harnessing cross-disciplinary expertise in the areas of nutrition, sanitation, maternal health, family planning, and financial services. The Centre executes this vision through behavioural change programmes, foundational research, and capability building. For more information, please visit <https://csbc.org.in/>

**Role and Responsibilities:** The Associate will have a key role to ensure the work of our team is informed with the local context of the policy ecosystem, and a clear understanding of the operating of government systems. Our team requires both deep analysis of evidence, and clarity of the landscape we will work in, to strengthen our understanding of problems and how we may innovate solutions and evaluate impact. The Associate will support the range of behaviour science informed projects in Bihar, including with diagnostic studies, briefing the design team, and supporting stakeholder engagement, and field research. Accordingly the role includes:

1. **Intelligence briefings:** prepare evidence reviews for you projects and briefings on the policy ecosystem, to inform our overall strategy and work; drawing on government data, academic papers, field studies, and interviewing experts, as required;
2. **Track current affairs:** media briefings for the policy and programme updates to be maintained on a monthly basis;
3. **Project documentation:** maintaining timely records and documentation of project work, including meeting minutes, project logs, progress updates, stakeholder analysis, and support on analysis and content for external presentations and reports etc;
4. **Coordinate field studies:** as per project needs, including diagnostic qualitative work evaluation studies, assisting in finalizing vendors, maintaining data quality, drafting reports and maintaining documentation.

5. **Supporting projects with:** managing financial reports and contracting requirements; analysis of government systems to inform scale-up planning; and preparing updates for stakeholders so there is alignment and clarity on next steps.
6. **Travel:** Travel to and stay in districts as per project needs. Travel for team meetings outside of Bihar such as our annual team meeting.
7. **Organize events and meetings:** including workshops, seminars, and public events, under the guidance of the reporting manager and coordinating with other partners;
8. Any other tasks based on needs and as assigned by the reporting manager / organization

**Eligibility:** A minimum of 2 years of work experience in analytical, consulting, or policy roles.

**Education Qualification** Bachelor's or Master's degree in economics, social sciences, public policy, sociology or related fields.

#### **Competencies**

- A minimum of 2 years of work experience in project management or policy projects;
- Strong writing and documentation skills;
- Experience of working in Bihar is an advantage, but not necessary;
- Fluency in English and Hindi (essential).

#### **Skill Sets**

- Strong qualitative, quantitative, and research skills
- Strong organizational and project management skills
- Ability to work in a fast-paced environment
- Flexible, adaptable, and a team player

**Last Date for Application :** 5th April, 2023

#### **Application Submission Process**

Please submit an updated CV at [careersatsbc@ashoka.edu.in](mailto:careersatsbc@ashoka.edu.in) , with the subject line – <Job Name + CSBC \_ Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.  
Candidates applying after the due date will not be considered.

---

**Ashoka is an equal opportunities employer.** Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.