

**Job Title: Project Manager –NITI Behavioural Insights Unit (NITI BIU)****Reports to:** Deputy Director, CSBC**Location:** NITI Bhawan, Sansad Marg, New Delhi**Experience (in years):** Minimum 6 years of relevant experience, with at least 2 years project management experience**Nature of work: Full Time (2 years) with 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:**

**The Centre for Social and Behaviour Change (CSBC), Ashoka University,** 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/>

**Overview of the Role:**

The NITI BIU was set up as a collaboration between NITI Aayog, the Bill and Melinda Gates Foundation (BMGF), and CSBC at Ashoka University, and currently has a range of exciting projects to strengthen policy outcomes in key sectors such as health and nutrition, maternal and newborn care, gender and financial inclusion. We are currently working on the Lifestyle for Environment (LiFE) global initiative, and with Aspirational Districts and Blocks to bring in behaviour science insights to solve persistent and global problems. With a current team of nine members at the NITI BIU we are excited to expand and deepen our work to address national policy issues. This is an exciting team to join with government partners capable of large scale change.

**Role and Responsibilities: The Project Manager will be responsible for deliverables of the NITI BIU team, in the following areas:**

**Project management (50%):**

- Working with project partners, senior government officials, NITI BIU team and advisors;
- Preparing and maintaining project plans and updates outlining the activities, necessary tasks, risks and dependencies of given workstreams as the project progresses;
- Overseeing budgets, financial management, grant reporting and contracting requirements;
- Leading internal and external meetings, workshops, and events with government and other partners.

**People management (20%):**

- Supervising and managing the growth and career progression of Associates and Senior Associates and conducting their performance reviews using CSBC's HR framework;
- Coordinating with staff of partner organisations for effective collaborative work.

**Policy (15%):**

- Produce regular internal briefings on policy context, stakeholder analysis, and forecast and track changes in government priorities and opportunities for NITI BIU's work;
- Create scale-up plans for effective behavioral interventions that are aligned with existing government processes and structures.

**Internal Initiatives/Others (15%):**

- Coordinate with the CSBC research team and UP BIU and Bihar BIU, to run diagnostic studies, pilot projects and to generate behavioral solutions to solve policy challenges;
- Support and at times drive the implementation of NITI BIU's internal initiatives;
- Perform any other duties as assigned by the reporting manager.

**Eligibility:** A minimum of 6 years of relevant work experience, with at least two years managing projects (end to end project delivery).

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

Competencies

- Strong skills in writing and documentation and giving convincing presentations;
- Ability to manage and respond to varied tasks quickly and efficiently;
- Experience of working with senior stakeholders (past work with governments is an advantage) or in a multi-stakeholder environment;
- Ability to give and receive constructive feedback;
- Quick learner, collaborative, and solution-oriented
- Fluency in English and Hindi (required);

**Skill sets:**

- Experience successfully managing or leading project teams
- Self-motivated team player
- Able to adapt quickly to changing circumstances

In your application please include:

The position title **Project Manager NITI BIU** in the subject line of the email

- CV
- A one-page cover letter (optional).

**Last Date for Application 7th April 2023**

**Application Submission Process:**

Please submit an updated CV at [careersatcsbc@ashoka.edu.in](mailto:careersatcsbc@ashoka.edu.in) , with the subject line – <Project Manager NITI BIU\_Applicant Name>.

Only shortlisted candidates will be contacted.

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**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.