

Job Title: Project Manager –UP Behavioural Insights Unit

Reports to: Deputy Director, CSBC

Location: UP BIU Office, Hazratganj, Lucknow

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.**

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

CSBC was founded by and is part of Ashoka University, India's leading liberal arts university, and is supported by the Bill and Melinda Gates Foundation. Since our inception, we have been dedicated to expanding and sharing knowledge and underscoring behavioural science's role in building public policies that directly impact society. <https://csbc.org.in/>

We seek to establish a globally reputed Indian institution, driving behavioural change measures for people and communities in need. We advance the science and practice of behaviour changes, harnessing cross-disciplinary expertise to improve outcomes in nutrition, sanitation, maternal health, family planning, and financial services through a mix of behavioural change programmes, foundational research and capability building

Overview of the Role:

The Uttar Pradesh Bihar Behavioural Insights Unit (UP BIU) was started over a year back in 2021, 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. This year we set up a Pop UP Lab for field research in UP to support our work. With a current team of seven members at our Lucknow office we are excited to expand to new projects. 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 State BIU team, in the following areas:

Project management (50%)

- Work with the visibility team to promote Behavior Science and BIU to the Government of Uttar Pradesh;
- Manage 5 visibility projects end to end with our partners and stakeholders;
- Manage 5 local capacity building projects end to end with our partners and stakeholders;
- Prepare and maintain project plans and updates outlining the activities, necessary tasks, risks and dependencies of given workstreams as the project progresses;
- Oversee budgets, financial management, grant reporting and contracting requirements;
- Oversee the procurement and inventory of capital equipments for UP BIU;
- Lead internal and external meetings, workshops, and events with government and other partners.

Knowledge Management (20%)

- Manage knowledge management initiatives at the BIU and national level;
- Supervise and manage the scope and implementation of the Digital Library project;
- Manage dissemination conferences and webinars for UP IFA Adherence & other projects and support the development of dissemination collaterals.

People management (15%)

- Supervise and manage the growth and career progression of Associates and Senior Associates and conduct their performance reviews using CSBC's HR framework;
- Oversee the recruitment and selection of Associates for UP BIU;
- Coordinate with staff of partner organizations for effective collaborative work.

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;
- 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 UP BIU** in the subject line of the email
- CV
- A one-page cover letter (optional).

Last Date for Application: 14th April 2023

Application Submission Process:

Please submit an updated CV at careersatcsbc@ashoka.edu.in , with the subject line – <Project Manager UP BIU_Applicant Name>.

Only shortlisted candidates will be contacted.

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.