

Job Title: Manager / Deputy Manager, Isaac Center for Public Policy

Reports to: Director, Isaac Center for Public Policy

Location: Ashoka University, Campus and Delhi Office (Okhla, Phase III)

Experience (in years): 2 – 5 Years

Nature of work: Full–Time

About Ashoka University:

Ashoka University is India's premier interdisciplinary teaching and research university, an institution that has become a beacon of academic excellence in the less than 10 years since its inception. At Ashoka, we encourage you to embrace change, learn and grow continuously, and strive for excellence in what you do.

As part of our thriving and committed workforce, you will:

Be Mission-Driven: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

Think Strategically: Collaborate with other innovative colleagues to shape the future of higher education through strategic planning and a forward-thinking approach.

Act Authentically: Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

Take Accountability: Own your work and drive positive change, as an individual seeking to make a meaningful contribution.

Build Collaboration: Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

Deliver Excellence: Strive for high quality in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrives. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can enhance your potential and make a meaningful impact.

About Isaac Centre for Public Policy:

The Isaac Centre for Public Policy (ICPP) aims to establish itself as India's primary institution for high-quality research in public policy and policy discussion. The centre will leverage Ashoka University's commitment to cross-disciplinary research, existing relationships and networks, faculty knowledge, alongside existing centres (such as the Centre for Social and Behaviour Change and the Chief Minister's Good Governance Fellowship).

Goals, objectives and core activities of ICPP.

1. Develop and launch Academic programmes
 - Undergraduate level - Interdisciplinary major in Economics and Public Policy to be introduced in academic year 2023-24 after approval from Academic Council.
 - Graduate level - Public Policy module added to the Young India Fellowship (YIF)
 - Executive education programme for private sector professions and government servants.
2. Building public policy programmes to inform public-policy discourse
 - Provide expertise to conceptualize and develop public policy and governance programmes (such as the CMGGA programme)
 - Offer intellectual leadership, generate research, and build partnerships
3. Faculty research, case studies and policy briefs
 - Involve public, private, and non-profit sector stakeholder to identify research gaps
 - Produce case studies, policy briefs & notes pertaining to design, implementation, and evaluation in the Indian context

The centre started operation in academic year 2023-24 and have an eminent advisory board of leading policymakers. The core operations of the centre are generously supported by the Isaac family.

Role and Responsibilities:

1. Providing overall administrative support to the ICPP- including supporting academic director and director in the administrative matters and providing administrative support to ICPP faculty and non-faculty affiliates.
2. Overseeing and managing logistics for ICPP events, conferences and executive education courses.
3. Working with academic director, director and Ashoka University Administration to manage finances of ICPP.
4. Working with relevant internal stakeholders and outside vendor to regularly maintain ICPP website.
5. Being responsible as the primary point of contact for faculty members and teaching staff for executive education and other ICPP led courses.
6. Provide support in maintaining all compliance issues related to ICPP.
7. Any other responsibilities that may emerge from time to time, based on the requirements

Qualifications and Skills Required:

1. Good interpersonal skills, and ability to work effectively with other individuals and teams
2. Interest in academics and research.
3. Previous experience of managing finances and administrative tasks.
4. Prior experience of organizing and managing events and managing websites.
5. A commitment to diversity, equity and inclusion perspective
6. A postgraduate degree from a recognized institution in any discipline
7. Strong written and verbal communication skills in the English language
8. Experience working with Learning Management Systems, Excel and PowerPoint
9. Prior experience working across teams in a university setting or a good understanding of the Indian higher education landscape

Application Submission Process:

Submit your application to Ashoka University's Isaac Centre for Public Policy to ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Prepare an Updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application on this link <https://forms.gle/UiWi3aayNtX4a32u8>

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable

Only shortlisted candidates will be contacted as part of our rigorous selection process.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by November 25, 2023. Applications received after the deadline will not be considered.