

Position: Project Assistant, Shillong based

Employer: Inclusion Economics India Centre at IFMR

Location: Shillong, Meghalaya, India

Duration: 6 months – 1 year

Who We Are:

[Inclusion Economics India Centre](#) at the Institute for Financial Management and Research (IFMR) is a policy-engaged research initiative that strives to inform and encourage evidence-based dialogue on economic and social inclusion. Our work in India includes research engagements across multiple states and focuses on some of India's most challenging problems, ranging from pollution and climate change to women's economic engagement and engagement with technology, to supporting effective governance and building state capacity.

As a policy-engaged research initiative focused on issues of inclusion, we believe that every life is shaped by institutions, from the family to the economy to the state. Through our work, we ask which policies build institutions that enable economies and societies, where everyone can access economic opportunities. Drawing upon economics, political science, and related fields, we conduct cutting-edge research to understand how policy can promote inclusive, accountable economies and societies. We also aim to build a culture of evidence and increase data literacy in the public sector, strengthening leaders' ability to identify and implement evidence-informed policies. Throughout the research life cycle, we engage closely with policy counterparts to ensure we address questions of immediate relevance, and we regularly communicate data-driven insights with policy counterparts and the general public.

Responsibilities:

- Assisting the Research Associates, or Field Manager in hiring and training field staff.
- Checking field staff attendance every month and ensuring that payments have been made according to days worked.
- Assisting the team in organizing the logistics and operations of field surveys (both qualitative and quantitative).
- Assisting with setting up data quality checks including spot checks, back checks and scrutiny.
- Assisting with reviewing and translating surveys including quantitative surveys, scoping surveys and focus group discussion questionnaires.
- Assist the Research team and other project personnel with translation support across English and local languages (Khasi/Garo) during scoping visits.
- Assisting the Research team in preparing materials for field operations, trainings and project execution.

- Conduct pilot studies and surveys from in-hall discussions, field level surveys and provide written feedback in electronic form.
- Assisting the Research team in tracking and data entry.
- Assisting the Research team in data cleaning and processing.
- Assisting the Research team in coordinating with Partner Organizations to review and get information about their operations regularly.
- Manage day-to-day relationships with district and lower-level government officials (block and panchayat level) and other potential partners as requested.
- Ensuring the field teams are provided with sufficient and necessary supplies.
- Assisting to maintain the project office as required by the Research team.
- Maintaining accurate records of the administrative field- related matters like car logs, inventory and project related gadgets and equipment
- Others, as required.

Basic Qualifications:

- Bachelor/Master's degree with at least 3-5 years of experience with field research management.
- Data collection experience is a plus
- Good oral and written English and Khasi / Garo communication skills and proficiency in Microsoft Office suite
- Mature, self-directed individual with ability to balance multiple tasks and prioritize effectively to meet deadlines in a fast-paced working environment
- Demonstrate commitment to uphold Inclusion Economics' organisational values

How to Apply:

If you are interested in this position, please fill out our [Screening Questionnaire](#); you will be asked to upload a **single** PDF containing your CV, cover letter, and academic transcripts. Label your file "Last name, First name – Project Assistant, Shillong - Based".

To view other open positions, visit the [Inclusion Economics Opportunities](#) page.