



NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES

Bhubaneswar - 751 013, Odisha

(ICSSR Research Institute in Collaboration with Govt. of Odisha)

No. 933 / NCDS

Date : 12.10.2018

Nanakrushana Choudhury Centre for Development Studies (NCDS) requires Post Doctoral Fellow/ Research Associate (Documentation) for “Odisha Millets Mission/Integrated Farming”

Post: Post Doctoral Fellow/ Research Associate (Documentation)

Type of Job: Research, Documentation, Communication and Liaisoning.

No of Post: One

Role: Providing research inputs, developing research issues based on which studies can be taken up, preparing and editing research reports, Documentation related to “Odisha Millets Mission” (OMM) and “Integrated Farming” (IF). S/he may be asked to work on other related areas and other projects of NCDS.

Locations: Bhubaneswar

Reporting to: Coordinator, OMM/IF.

Period of Contract: Contract will be for a period of 1 year after initial probation period of 3 months but can be extended.

Organisation: NCDS

The Nabakrushna Choudhury Centre for Development Studies (NCDS) is an Indian Council of Social Science Research (ICSSR) institute in collaboration with Government of Odisha. Currently, NCDS is functioning as the Research Secretariat in “Odisha Millets Mission” and “Integrated Farming”. Projects are now running in 12 districts and likely to expand to additional districts.

Job Responsibilities: -

1. S/he will report to the Coordinators of OMM & IF.
2. S/he will prepare policy documents and assist in questionnaire preparation, report writing in OMM & IFM.
3. S/he will coordinate with Research Secretariat, Programme Secretariat and Government and make field visits as and when required.
4. S/he will ensure timely publication of different reports and policy briefs.
5. S/he will prepare the material relating to OMM/IF for uploading in NCDS website.

Handwritten signature and date: 12/10/18

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6. S/he will represent Research Secretariat at different State and District Level meetings.
7. S/he will provide training to the Field Supervisors and Field Assistants on different aspects of data collection and ensure safe keeping of data collected.
8. S/he will supervise, oversee and ensure the work of the other project staff.
9. S/he will be responsible for facilitating monthly review of the Reserch Work by Director, NCDS and other stakeholders.
10. Any other work assigned by the Director, NCDS/Coordinators of OMM/IF.

Required Skills:

1. Writing, communication, and presentation skills.
2. Proven experience in documentation on Government/NGOs/Social Sector programmes.
3. Sound understanding of the research and data analysis tools and software.
4. Good working knowledge of MS Office applications, Photoshop.
5. Knowledge of Dashboard tools will be added advantage.
6. Ability to work with cross functional teams
7. Should be extremely independent, efficient, detail-oriented and passionate
8. Ability to work in a deadline driven and dynamic environment
9. Flexible and adaptable
10. Performance oriented
11. Multi-tasker with attention to details
12. Experience in working in NGO/Government will be added advantage.
13. Experience in documentation of agriculture development projects will be an added advantage.

Educational Qualifications:

1. PhD. in Economics/Social Anthropology/Sociology/allied disciplines with at least One year post PhD. experience.
2. Eexperience in documentation or communication is desirable.

Languages:

Knowledge of written and spoken English and Odia is necessary. Working knowledge of Hindi is an advantage.

Compensation:

As per NCDS norm.

How to Apply: Interested candidates may send in their resume along with a brief note on their interest in the job; one passport size photograph; and two references to the email id:odmilletmission.ncds@gov.in and hard copy should be sent to The Secretary, Nabakrushna Choudhury for Development Studies, PO-RRL, Bhubaneswar-751013 on or before **20th October 2018**. The application envelope must be supercribed with “Application for PDF/RA (Documentation), OMM/IF”.

Only short listed candidates will be called for interview. No TA/DA will be paid for attending the interview. The authority reserves all rights to accept or reject any or all without assigning any reason there of.

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