

Recruitment Notice: Sr Research/Policy Manager, Trayas Foundation

October 2021

Who We Are

Trayas is a knowledge-driven public purpose enterprise. We collaborate with mission-driven partners and state governments on transformational regulatory initiatives. As an independent and trusted advisor, our mission is to inform and accelerate policy decisions that enable the greatest opportunities for our people, businesses, and communities.

We build capacities of governments and civil society to apply a principles-based lens to regulation design, execution and impact. First, through a careful count-and-catalogue approach, we identify to deep specificity the corrections required in law and policy. Second, we share evidence with decision-makers and influencers to demonstrate how recommended regulatory corrections advance prosperity.

Who Are We Looking For

The incoming Sr Research/Policy Manager will be Trayas' first managerial hire. S/he will work with the Director of Research / Co-Founders to develop and execute Trayas' research and policy advisory practice. S/he will sherpa our government engagements, provide intellectual leadership on the what and how of these engagements, lead the execution engine on client commitments. The most significant of these engagements is policy reform for job creation at the state level.

At Trayas, our commitment to clients and partners is a careful, considered work product, every time. The position requires an ability to cultivate collaborative working relationships with clients and partners, a keen understanding of public policy issues and competitive federalism, project management skills, and sound knowledge of India's political and administrative system. The incoming Sr Research/Policy Manager will also need to be a strong writer and communicator to ensure that our work products are clean, error-free, and useful to our clients and partners in making policy decisions.

Our commitment to the team is a deeply collaborative and high-learning environment, characterised by mutual enrichment not crude competition. The position therefore, also requires the ability to groom, manage and upskill young analysts in the organisation. It also requires a growth mindset and a willingness to build the organisation's ways of working.

Our team culture prizes openness to ideas and dialogue, antifragility, honesty, drive for self-improvement, adaptiveness, will to lead change, and pragmatic perfectionism. At Trayas, curiosity about the world, relentless pursuit of knowledge, and ability to relay with others, are necessary for success.

Your work history and education

- MA/MSc Economics/Statistics/Law/Political Science/Sociology/Political Economy/Public Policy
- At least five years of research experience from a think tank, law firm, research institution, government or consulting firm; if to be considered for senior manager role, at least seven years of experience from the above institutions
- At least two of these years should be in a research/policy manager role
- Published/unpublished academic research (academic papers, reports, blogs in own name)
- Past experience with at least one of the following:
 - Working with government administrative data, including data sourced from gazettes
 - Regulatory research: analysis and study of laws, rules, government orders, circulars, notifications
 - Working with large datasets (e.g. NSSO, CMIE's household or firm data)
- Demonstrated proficiency in high-quality succinct error-free writing in English
- Proven track record as validated by references of collaborative work and working with cloud technologies.

What Will You Be Doing

1. Research/Policy project execution, communication and quality control
 - 1.1. Manage Trayas policy/research projects and work plans in conjunction with the Director, Research, project team, and peer reviewers;
 - 1.2. Supervise and develop the team, manage research process and ensure timely delivery of work products;
 - 1.3. Write, review and edit research/policy outputs, and build a practice of writing in external publications;
 - 1.4. Ensure excellence, novelty and simplicity in our research/policy outputs;
 - 1.5. Develop and maintain effective systems to track progress, and analyse and report progress on projects internally and externally;
 - 1.6. Liaise with communications and development team to ensure timely, creative and effective dissemination of research/policy outputs;
 - 1.7. Work with Trayas' leadership to identify, conceptualize and drive new project opportunities aligned with Trayas' founding principles and vision;
 - 1.8. Develop concept notes, write technical research proposals and participate in client/partner pitches.
2. Policy advisory and external relations
 - 2.1. Take a leadership role and serve as a leading resource and liaison for all partner projects;
 - 2.2. Lead coordination and presentations during consultations and meetings with governments and clients;
 - 2.3. Develop, sustain and grow relationships with partners, clients and target audience;

- 2.4. Represent Trayas in external platforms and grow network of supporters
3. Organisation growth and development
 - 3.1. Assess and recruit new hires for research, and mentor and improve capabilities of the team;
 - 3.2. Ensure effective use of project funds and participate in organisation-wide budget planning and resource mobilization;
 - 3.3. Contribute to Trayas' short-term and long-term strategic plans.

What Competencies Do We Want

- Team Management and Mentoring
 - Builds meaningful partnerships with analysts, interns and other staff;
 - Nurtures relationships with individuals from diverse backgrounds, value systems, needs and skills;
 - Assists, supports, and encourages others in identifying difficulties, prioritizing tasks, defining goals and producing positive results;
 - Shares expertise and provides informal advice and developmental feedback.
- Strategic leadership, tactical agility and operational savvy
 - Understands Trayas' philosophy and demonstrates ability to lead the team toward the project goal;
 - Understands the political/administrative environment, management priorities, staff roles and responsibilities and grasps external factors impacting the organization;
 - Perceives external sensitivities and acts accordingly.
 - Anticipates trending issues and potential opportunities and consequences accurately;
 - Can juggle complex and occasionally shifting timelines.
- Analytical skills
 - Analyzes and clearly documents data to make comparisons and draw conclusions;
 - Has training in economics and/or public policy, and a strong hold on academic literature;
 - Effectively reviews work of analysts to probe for data discrepancies, logical inconsistencies or suggest alternatives approaches to analysis;
 - Identifies opportunities to visualize data and present analysis creatively for impact.
- Presentation Skills
 - Is able to organize, express and communicate ideas in a clear, succinct, accurate and convincing manner through a variety of communication settings and styles;
 - Improves work products, fact sheets and other written materials developed by research team;
 - Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports and to the media.
- Interpersonal Communications
 - Actively listens to seek clarification and understanding and is open to considering other viewpoints;

- Uses diplomacy and tact;
- Can be counted on to hold things together during tough times, and can handle stress.
- Priority Setting and Problem Solving
 - Spends time on what's important and eliminates roadblocks and creates focus;
 - Probes all sources for answers, looks beyond the obvious;
 - Re-prioritizes projects to incorporate additional demands without difficulty.
- Relationship building and Collaboration
 - Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain partnerships, leverage information, and achieve results.
 - Identifies, organizes, facilitates and /or sustains mutually beneficial partnerships and alliances with internal and external stakeholders.

How to apply

Job Title

Sr Research/Policy Manager, Trayas Foundation

Location

We are currently a fully remote team, and hope to stay that way until the Covid situation in the country normalises.

Compensation

Compensation will be commensurate with experience and skills. We also offer flexi-working (roles, portfolios, location, etc), autonomy, and opportunities to venture into new work areas.

Application

Candidates who are qualified should apply using the web application form [here](#). The form includes placeholders for :

- Contact details, educational background, last drawn and expected CTC, joining date
- Uploading a CV (no-longer than 2 pages in PDF)
- Uploading at least 3 publications/writing samples (hyperlinks to or attachments of solo or co-authored in pdf or a folder with pdfs of copies), and
- A 5 minute video on yourself, fit for the role and why you want to work with us
- Names and contact for 2 references
- Your self-assessment on our skills-assessment matrix (pdf copy of matrix attached in the form highlighting the highest level at which you evaluate yourself against each indicator)

Interview process

The interview process is likely to involve three stages, including:

- A conversation with select Trayas Fellows/Advisors or nominated Expert
- A presentation before a group including senior Trayas team members and identified advisors/experts/fellows
- A conversation with Trayas Co-founders

Application Deadline

Applications will be considered on a rolling basis, until the position is closed.
