

# Recruitment Notice: Research/Policy Analyst, Trayas Foundation

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## 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

Analysts at Trayas are hungry, observant, and adept at logical reasoning and critical analysis. They have a keen interest in current events that have a bearing on government and civil society's actions. The Analyst should be passionate about reading, understanding, and writing on the areas of interest to Trayas.

An ideal team member can shapeshift into various roles to achieve project objectives. S/he can balance opposites—can run solo or in a team, do small tasks and deep uninterrupted work, and is independent but knows when to seek help. Our culture prizes openness to ideas and dialogue, antifragility, honesty, drive for self-improvement, adaptiveness, will to lead change, and pragmatic perfectionism. This is of course the dream; each of our analysts is different in temperament and skills. What they do share is curiosity about the world, relentless pursuit of knowledge, and ability to relay with others.

We are still figuring out what our key domains of play are, so this is a time of experimentation at Trayas. It helps if you are open to sampling different areas of work. Your past work can be a prelude, but doesn't have to be a limitation. This is important to us: we are not looking for folks who want to work on only specific areas. This will come later in our growth journey.

## What you got

- Analysts: Bachelor's degree from a reputed university
- Senior Analysts: MA/MSc Economics/Statistics/Law/Political Science/Sociology/Political Economy/Public Policy

## Where you worked

- At least two years of research experience from a think tank, law firm, media house, research institution, government or consulting firm

- Published/unpublished academic research (academic papers, reports, blogs in own name)
- Open to working with freshers if skills, attributes and motivation align.

### **What you can do**

- 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
- Collaborative work and cloud technologies

### **What you will do everyday**

- Regulatory analysis: Place regulation historically and evaluate it from the perspective of economics, history, anthropology, political science, and common sense.
- Study centre-state relationships: Track how states do rule-making and how centre-state dynamics work out.
- Identify best practices: Study regulation and regulation making across states to identify best/average/worst practices.
- Work with secondary data: Survey datasets including government's administrative data, third-party data sets, literature, government and legal documents.
- When all else fails, collect primary data: Through interviews with government officials, individuals, and experts or observations.
- Draft recommendations: Once you have developed expertise, do what experts do—make recommendations.
- Write, write, write: Analyse and interpret information to produce error-free, concise research products for different audiences: academic papers, presentations, short policy briefs, and opinion pieces.
- Visualise what you write: Create graphics for the dissemination of ideas in engaging ways.
- Collaborate with advocacy organisations and government partners, build functional and sector specific networks, present research to government stakeholders
- If you are responsible for a project, you
  - Plan project deliverables, timelines, research design and execution strategy
  - Manage people, particularly interns, money, and service providers
  - Oversee execution to ensure timely collection of data collection and analysis
  - Ensure delivery within agreed timelines
  - Coordinate with donors, project partners, and government clients.
- Stay up to date: Be on top of the current and pertinent policy and research issues by regularly reviewing media articles, blogs and government announcements.
- When all is over, disseminate: Participate in and organise dialogues and conferences; write opinion pieces on research undertaken for external publication.

## **How to apply**

### **Job Title**

Research/Policy Analyst, 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 :

- a 500-word cover note explaining why this role and why Trayas
- a 100-word bio about yourself
- a 500-word essay on your favorite non-fiction book
- Uploading a CV (no-longer than 2 pages in PDF)
- Uploading at least 2 publications (hyperlinks to or attachments of solo or co-authored in pdf), and
- Names and contact for 2 references.

### **Interview process**

Typically candidates will go through one assignment and 2 rounds of conversations with different team members. Some of these conversations will be 1:1 conversations, and some with a group. We want to get to know you, and for you to get to know us. Through the conversations we are hoping to gauge knowledge and skill levels, approach to work, and aspirations.

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