Nepal Policy Institute (NPI)

Job Description for Research Associate

Nepal Policy Institute (NPI) https://nepalpolicyinstitute.org/ is an international think-tank and a knowledge platform dedicated to the people-centered and sustainable development of Nepal and Nepali people, including the Nepali diaspora. This is a borderless organization working and connecting people in the cloud, land, and the space in between.

We are registered as a not-for-profit, non-party political, non-religious, and non-governmental Stichting (foundation) in The Hague, The Netherlands; and have a registered contact point in Kathmandu.

NPI is at the early start-up and establishment phase. This job description is for an individual to help with the ongoing research project of the NPI, including engaging with relevant offices and individuals in the country and abroad.

Job title: Research Associate	**Unit/Department:** Research
Reports to: Engagement Manager/Project Lead	**Location:** Kathmandu, Nepal

Purpose of role
The primary duty of the Research Associate is to plan and conduct research-related works, which includes managing data, conducting interviews, and drafting research reports. Research Associates have to interpret research data and findings in an actionable way along with helping institutions taking realistic decisions. The role will entail a considerable degree of proactiveness as the individual will be operating in an environment where dynamism and a go-get approach to work are required.

Main Functional Responsibilities

Leadership and Management:

1. Work with other researchers on various tasks, including data entry, field research, statistical analysis, and presentation preparation
2. Handle necessary administrative paperwork and other documentation needed for project validation and research quality control.
3. Perform internet searches to gather relevant information, and record any findings.
4. Ensure data security, and all relevant regulatory compliance, for NPI.
5. Support the Project Lead, NPI Staff, and the Board in carrying out their work.

Engagement Programmes:

6. Strengthen engagement with NPI's primary constituencies, including government offices and network members (both in Nepal and abroad).
7. Engage with other diverse constituencies of NPI for continual learning, development, and impact.
8. Implement NPI's mainstream media and social media strategies.

Administration:

9. Work with the Engagement Manager to set budgets and administrative systems, monitor spending, and process payroll and other expenses.
10. Plan, schedule, and promote NPI events, including meetings, conferences, interviews, and orientations.
11. Track the progress of research projects toward organizational goals.

Finance:

12. Distribute payroll and employee & contractor reimbursement cheques.
13. Assist the Engagement Manager in preparing and maintaining contract requirements.

Specific Qualifications and Competencies

Qualifications and Experiences:

1. Higher education (Bachelor's Degree or Bachelor running) in public policy, digital marketing, law and/or communication, media, and management.
2. Excellent communication skills in English and Nepali, particularly in writing
3. Experience working in Governance and Academic Affairs (or related field)
4. Good understanding of national development issues, institutions, and political economy.

Competencies:

5. Strategic and adaptive leadership and management.
6. Abilities to work in/with multi-cultural teams and contexts.
7. Good written, verbal, and digital communication and presentation skills in both Nepali and English.
8. Networking, representation, and relationship-building skills.
9. Proficiency in IT, media, and communication software and technology.

Other

10. Willingness to work off-hours as necessary, given that the NPI is a global organization and different staff members operate in different parts of the world in different time zones.
11. Willingness to exhibit a proactive approach to getting things done, and focus on outcomes as opposed to processes.