**National Social Inclusion Foundation**

**Scheme of Service**

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| **Post**  | **Research & Development Officer** |
| Salary | Rs 40,000 monthly and other benefits such as travelling allowance of Rs 8,000 and phone allowance of Rs 1,000 monthly  |
| Duration | On contract for a period of one year, renewable for another period of one year |
| Qualifications/Experience/Skills | 1. A degree in Economics, Sociology or any Social Science discipline acceptable to the Council. A Masters degree is desirable;
2. At least 3 years’ experience in social research;
3. Good knowledge and experience of both quantitative and qualitative social research methods, statistical techniques and software and database management;
4. Good numerical, analytical, leadership, interpersonal and teamwork skills; and
5. Very good communication, presentation and writing skills, including technical report writing skills.
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| Duties  | You will report to the Secretary General in the execution of the following duties: 1. To assist in the conduct of research and analysis of socio-economic issues pertaining to the priority areas of the Foundation;
2. To assist in the evaluation of programmes/ projects funded by the Foundation;
3. To compile and manage databases;
4. To assist in the preparation of policy papers, reports and publications of the Foundation;
5. To assist in the development of strategic plans, frameworks, guidelines and toolkits; and
6. To perform any duties related to the main duties listed above and other related duties as may be assigned by the Secretary General.
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