**National Social Inclusion Foundation**

**Scheme of Service**

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| **Post**  | **Research & Development Officer** |
| Salary | Rs 30350 x 850 – 31200 x 980 – 35120 x 1130 – 39640 x 1300 –44840 x 1500 – 50840 x 1730 – 57760 x 1990 – 65720 x 2290 +70300 |
| Travelling Allowance  | Rs 12,000 Monthly |
| Phone Allowance  | Rs 1,100 Monthly  |
| 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
5. Very good communication, presentation and writing skills, including technical report writing skills
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| Duties  | * 1. To assist in the conduct of research and analysis of socioeconomic 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
	6. To perform any duties related to the main duties listed above and other related duties as may be assigned by the Research and Development Manager
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25 April 2023