

National Social Inclusion Foundation

SCHEME OF SERVICE

Post	Research & Development Officer
Salary Scale	Rs 40200 x 1000 – 41200 x 1200 – 46000 x 1400 – 50200 x 1600 – 61400 x 1800 – 68600 x 2200 – 75200 x 2300 – 82100 x 2800 – 87700 (NSIF 7)
Qualifications/ Experience/ Skills	<p>A. Candidate should possess:</p> <ol style="list-style-type: none"> 1. A degree in Economics, Sociology or any Social Science discipline acceptable to the Council. 2. At least 3 years' experience in social research and/or monitoring and evaluation of social programmes and projects. 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. Good communication, presentation and writing skills, including technical report writing skills. <p>B. A postgraduate degree would be an advantage.</p>
Duties and Responsibilities	<p>To be responsible to the Research and Development Manager and/or the Secretary General for the performance of the following duties:</p> <ol style="list-style-type: none"> a. To assist in the conduct of research and analysis of socio-economic issues pertaining to the priority areas of the Foundation; b. To assist in the evaluation of programmes/projects funded by the Foundation; c. To compile, manage and analyze databases; d. To assist in the preparation of policy papers, reports and publications of the Foundation; e. To assist in the development of strategic plans, frameworks, guidelines and toolkits;

	<p>f. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Research and Development Officer in the roles described by the Secretary General.</p> <p>Note: The Research and Development Officer may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.</p>
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01 April 2026