



**Description about the Project/Centre:** The Committee for Managing Gender Issues (CMGI) is looking to hire a full-time research assistant to work on research projects involving quantitative and qualitative research methods, including field work, ethnographic work and in-depth interviews. In addition, the research assistant will be closely involved with the activities of CMGI, not restricted to conducting awareness programmes periodically, working with different stakeholders (including student bodies), and writing/designing monthly newsletters.

Research assistants are expected to work independently within the scope of their responsibilities. Duties include, but are not limited to, collaborating on research design, conducting data analysis, and drafting or editing manuscripts, writing reports, minutes of the meeting and transcription. They should uphold to the highest standards of work ethic and scientific integrity. Past involvement in related roles would be appreciated.

**Educational Qualifications:**

The candidate should hold a PhD or master degree in fields such as Sociology, Gender Studies, Development Studies, Social-Psychology, Anthropology, Communication, or a related field.

**Other Requirements:**

- Ability to work with a team and with different stakeholders
- Knowledge of research methodologies and analysis techniques
- Proficiency in drafting manuscripts and reports
- Working knowledge of Canva, Microsoft Excel and PowerPoint
- Working knowledge of analytical software for qualitative data, such as Atlas.ti or Nvivo, is preferred but not mandatory

**Location:** The selected candidate will be working from IIM Ahmedabad campus. IIMA provides access to the library and computer center for all Research Assistants. If selected, the candidate is expected to manage their own accommodation, outside the IIMA campus which is centrally located within the city of Ahmedabad.

**Reporting To:** The CMGI Chairperson and committee members.

**Compensation:** Compensation will be commensurate with the qualification and experience.

**Mode of Application:** [chr-cmgi@iima.ac.in](mailto:chr-cmgi@iima.ac.in); [cmgi-secy@iima.ac.in](mailto:cmgi-secy@iima.ac.in)

**Candidates must apply for the position with a cover letter along with the CV.**

Candidates who have been shortlisted will be invited for a telephone, Zoom/Skype, or in-person interview. Only those selected for an interview will receive communication from us. We will not send rejection letters or emails to applicants who were not selected. Email requests for status updates will not be responded to.

**Last date to apply:** March 31, 2024

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