

## **Job Title: DEPUTY DIRECTOR at Centre for Economic Data and Analysis (CEDA) at Ashoka University**

*Do you see stories in numbers? Are you interested in a data-driven understanding of socio-economic realities of India? Do you have strong writing skills? Are you a good communicator? Are you efficient at team coordination? Do you have a sharp eye for detail?*

We are hiring for an exciting opportunity to work with a new centre at Ashoka University: the Centre for Economic Data and Analysis, (<https://ceda.ashoka.edu.in>) which has been generating data narratives, illustrations and bulletins on a regular basis since its inauguration in January 2021.

The ideal candidate will have drive, vision, an eye for generating new ideas based on current economic issues, a good understanding of generating insights from quantitative data and an inclination towards making high-quality research accessible to the wider public.

We are looking for an efficient, enthusiastic candidate with strong work ethics, ability to work independently, with good communication and interpersonal skills to lead our small team. We are looking for leadership and initiative in managing the daily operations of CEDA as well as providing vision in drafting a strategy for its growth and expansion. Immediately, this would involve liaising with Ashoka faculty, potential authors from within and outside Ashoka, student interns and CEDA staff. As a next step, this would involve brainstorming and pitching ideas for content as well as for CEDA's future growth. As such, this position allows plenty of opportunity for personal growth.

### **Deputy Director's role in the data portal**

In addition to the analytical content, CEDA is in the process of constructing an interactive data visualization portal with socio-economic data for India (employment, wages, education, health, demographic characters) from several data sets. The first look of our website is live along with the beta version of the data portal. Check it out: <https://ceda.ashoka.edu.in/>

The roles and responsibilities of the Deputy Director would also involve generating ideas about data sets to add, about how to enhance data portal

UI/UX, writing or commissioning narratives to go along with data portal viz (like the analytical pieces on Our World in Data). The Deputy Director will also provide oversight in smooth functioning of the portal in collaboration with the technical team at CEDA.

The broad job description includes, but is not restricted to, the following. The actual tasks can be worked out according to CEDA needs and the candidate's skill set.

1. **Strengthening and Expansion of CEDA's footprint.** Lead the team for developing content for CEDA. This could arise directly out of the data portal: for example, generating ideas for data narratives, helping generate simple visualisations using the tools of the data portal OR data narratives based on data from other sources.
2. **Devise strategies and action plan for making CEDA the first port of call for those looking for quick and usable data summaries and statistics for India.**
3. **Help in planning and organizing events (lectures, panel discussions etc.)**
4. **Provide ideas to generate audio and video content**, for instance, help in preparing short podcasts/videos showcasing the Ashoka Economics faculty expertise or new initiatives at CEDA.
5. **Manage all communications** related to internal reporting within the Ashoka ecosystem, generating newsletters, work with the Editor in managing social media handles. You will be responsible for the overall communications, news media and web presence of the Centre and its activities. This includes drawing up a quarterly activity report.
6. **Supervise interns** who work with CEDA on the data portal or on content.
7. **Assist with grant applications, fundraising activities, and outreach relating to CEDA.**

Overall, the candidate should be willing to learn new things and have a holistic approach towards the growth and development of the organisation. The candidate will work closely with Professor Ashwini Deshpande, Director, CEDA and the faculty advisory committee members (Professors Kanika Mahajan, Sabyasachi Das and S.K. Ritadhi).

If the above sounds exciting, we have just the opportunity for you.

Please apply with a resume, including details of current employment. Please include the names of two referees and indicate when you can start work, if hired. References will be asked only from the candidates who have been shortlisted. If you have work samples suitable for this job, please include them as a part of your application.

**Location:** The work is online (WFH) till the Ashoka University campus reopens.

**Expected Remuneration:** Salary will be commensurate with the position and experience (in the range of 25-30 lakh per annum).

**Qualifications:** Preference will be given to candidates with a PG degree or higher in social sciences (economics, sociology or political science), especially economics. At least a couple of years of work experience will be strongly preferable. We are committed to equal opportunities in the workplace through diversity and inclusion.

We are open to other applications, as long as the candidate's skill set matches with the operational requirements of this position.

**Last Date for applications: July 15, 2021**

**Send your applications ASAP to [ceda@ashoka.edu.in](mailto:ceda@ashoka.edu.in)**