

Senior Program Manager – Women’s Economic Empowerment, CEDA, Ashoka University

Role: Project Manager at Centre for Economic Data and Analysis, Ashoka University

Type of position: Full-time

Location: Delhi and Sonepat

Start Date (Latest): May 1, 2022

Length of Commitment: 2.5-3 years

About the position

The Economics Department of Ashoka University has set up the Centre for Economic Data and Analysis (CEDA) with the primary aim of facilitating informed debate about economic and social developments. CEDA conducts original research and data analysis, maintains a data portal, and discusses key issues through blog posts and commentaries.

Over the next 3 years, CEDA will be working in collaboration with the private sector on a grant funded by Bill and Melinda Gates Foundation (BMGF) to enhance women’s economic empowerment in India. The project has three broad components: (a) research projects for generating knowledge on demand-side constraints to increasing female employment in urban and rural non-farm sectors India; (b) partnering with the private sector to identify and test interventions to increase women’s recruitment, retention and leadership; promote women’s entrepreneurship and high-productivity work; and (c) building a comprehensive gender data hub, including a mapping of existing data, seeking to bridge the gaps, presenting the data in an accessible manner, and creating data-backed narratives around women’s employment. Thus, the project will produce multifaceted evidence on the contours of the demand-side of women’s participation in economic activities, including salaried and wage work, and entrepreneurship, and undertake advocacy efforts targeted at a broad set of stakeholders.

We are seeking to hire a senior program manager to manage all aspects of this 3-year initiative, coordinating across the three components and between the various partners and team members, and ensuring the delivery of high-quality outputs in a timely manner. The manager will report directly to Ashwini Deshpande, Director of CEDA and Professor of Economics, Ashoka University.

Key responsibilities

Key responsibilities include, but are not limited to the following:

- Coordinating and linking across all three work streams: providing support to research activities, managing engagement with the private sector partners, and overseeing the development of the gender data hub

- Organizing internal and external meetings (circulating agendas, key discussion points, etc.), preparing and updating work plans, and ensuring that project activities remain on-track as per the agreed timelines
- Managing staffing and recruitment processes for the project
- Overseeing various teams working as part of the project, including research associates, data analysts, finance and administration staff
- Managing project finances, including budgeting, fund disbursal, expense monitoring, and so on
- Developing and maintaining relationships with stakeholders, representing CEDA in all external engagements and management-related communications
- Leading advocacy and outreach efforts, including organizing and participating in events, and supporting the production of dissemination outputs such as op-eds, in liaison with other project staff
- Leading all donor reporting, including submission of progress and financial reports as per funding milestone schedules
- Contributing towards the team's strategic vision in terms of scope of work, interlinking the three components of the project, and mobilizing additional resources

Desired qualifications

- Masters/Ph.D. in Economics, Public Policy, Development Economics, Public or Business Administration (or related fields)
- 4-5 years of work experience; strong applicants with fewer years of relevant work experience may be considered
- Excellent management and organizational skills
- Strong communication skills and fluency in English
- Ability to produce high-quality outputs within tight timelines
- Highly motivated, flexible, and self-starting individuals who have a demonstrated ability to supervise staff and manage projects independently
- Familiarity with the public policy/development space in India, particularly with regard to work on gender issues, would be an advantage

We offer a competitive salary (in line with candidate qualifications/work experience), a dynamic work environment, and an opportunity to help shape the landscape of women's employment and empowerment in India.

If you are interested in this position, please fill the google form attached. Applications will be considered on a rolling basis, until the position is filled.

Link to the Google Form <https://forms.gle/JfiphP4o91CRBxhF7>