

Job Title: Deputy Manager at Centre for Economic Data and Analysis (CEDA) at Ashoka University

Location: NCR, India

Do you see stories in numbers? Do you have strong writing skills? Are you a good communicator? Are you efficient at team coordination? Do you have an eye for detail?

An exciting new opportunity to work with a brand-new centre at Ashoka: Centre for Economic Data and Analysis. For someone with drive, vision and good understanding of quantitative data, this position allows plenty of opportunity for personal growth and upward mobility within the organisation.

We are looking for a smart, efficient, enthusiastic candidate with strong communication and interpersonal skills to join our small team. We are looking for leadership and initiative in managing the daily operations of CEDA. Immediately, this would involve liaising with Ashoka faculty, potential authors, website developers, student interns and CEDA staff. As a next step, this could involve brainstorming and pitching ideas for content as well as for CEDA's future growth.

CEDA maintains an interactive data visualisation portal with socio-economic data for India (employment, wages, education, health, demographic characters) from several data sets.

The broad job description is as follows. The details will depend on your experience and skill set.

1. Manage all communications relating to the data portal, including with analysts, data providers, external programmers and users.
2. Manage all communications related to internal reporting within the Ashoka ecosystem, generating newsletters, and work with the rest of the team in managing social media handles.
3. Help in conceptualising, planning and organising events (seminars, workshops etc.)
4. Supervise interns who work with CEDA on the data portal or on content.
5. Updating content on the CEDA website or any other task related to the CEDA website.
6. Handling social media publicity in coordination with the CEDA team.

If this sounds exciting, we have just the job for you. Please apply with a resume, including details of current employment. Please include 2 reference letters and indicate when you can start work, if hired. If you have work samples suitable for this job, please include them as a part of your application.

Salary will be commensurate with experience.

Qualifications:

Preference will be given to candidates with social science education (economics, sociology or political science), especially economics. At least a couple of years of work experience will be strongly preferable.

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

About Ashoka University and CEDA:

Ashoka University is a philanthropic initiative founded by eminent scholars and visionaries to provide a liberal education in India on par with the best universities around the world. At Ashoka, motivated educators and bright students learn from each other and form a vibrant community of free-thinking individuals.

The Centre for Economic Data and Analysis (CEDA) at the Economics Department of Ashoka University is a new non-profit research initiative that aims to promote data-driven research, policy work and journalism by providing open access to scientifically collected and treated socio-economic data and by offering data services to non-profit organisations. Located at the crossroads of Computer Science and Social Sciences, it intends to play a major role at facilitating the dissemination of empirically sound data and information on matters of public interest. It also provides important tools and datasets for anyone interested in public and policy debate in India.

How to Apply: *If you are interested in this position, please fill the google form attached. Applications will be accepted until the position is filled. Only the shortlisted candidates will be contacted.*

Link to Google Form: <https://forms.gle/T1rpGesQuNyAiJig9>