

JD - Research Associate (SHSRC)

1. **Job Position:** Research Associate, State Health Systems Resource Center (SHSRC)
2. **Location:** SHSRC, Shillong, with travel to different districts for field work as and when required
3. **No. of vacancies:** 1
4. **Type Engagement:** Full-time - one-year contractual position, extendable on performance basis with an initial **probation period of three months**
5. **Job Responsibilities:** The State Health Systems Resource Centre (SHSRC) is seeking a dedicated full-time Research Associate. This pivotal role involves providing research and documentation support to the senior SHSRC staff.

The job description and projected scope of responsibilities for this role are detailed below:

- Conduct secondary research on various health topics
- Conduct primary field research on how state's health programs and initiatives are being implemented on the ground
- Prepare literature reviews on various health topics as required
- Support senior SHSRC staff in data collection, data cleaning, data structuring, coding, data management and data analysis
- Prepare periodic reports on the state's performance on key health and nutrition indicators for diverse audiences
- Facilitate regular review of state's health programs and initiatives by state leadership through data analysis and preparation of presentations.

6. Qualification/Experience/Skills:

- Post Graduate in fields such as public health, social work, development studies, sociology, gender studies, psychology, education, early childhood, statistics, economics, or any other relevant social science subject, from a recognized institution.
- Graduates with over 2 years of relevant work experience involving field research, report writing, and/or data analysis can also apply.
- Proven experience in working on health programs and with community institutions would be advantageous.
- Proficiency in IT skills, including Microsoft Office and G-Suite applications. (Google doc, spreadsheet and slides,)

- **Ability to speak and write in any local language (Khasi, Garo or Pnar) is mandatory.**
- Excellent communication, time management, prioritisation, and organisational skills.
- Adaptability to thrive in a dynamic environment; strong critical thinking, problem-solving abilities, and initiative-taking.
- Intellectual curiosity and a proactive approach to tasks.

8. Other Terms and Conditions:

- Monthly remuneration of INR 50,000 will be given to the candidates.
- **Only shortlisted candidates will be contacted for the second round of recruitment and personal interviews.**

9. To Apply

- To apply for this role, please fill in the application form by clicking on this [Link](#).
- Last date for submission of application is **31st May 2025**.