

JOB DESCRIPTION FOR POLICY & RESEARCH ANALYST

Policy Briefcase is looking for a Policy & Research Analyst. The candidate must have 2 years of experience in public policy, political research and writing. The candidate must have an analytical bent of mind and excellent problem solving skills.

Policy & Research Analyst would be required to work from home.

Capabilities

- Should have an experience in writing a Policy Paper.
- Should be able to research and ideate on various facets of public policy, particularly Rural India.
- Should have an analytical, solution driven approach to developmental agenda.
- Capable of research and data mining particularly in social sciences and developmental sphere.
- Adept in understanding, analysing and graphical representation of data.
- Have a knack of contemporary politics and policies and would be able to draft arguments based on that.
- Writing skills are important. Hindi writing is an added advantage.
- Be adept at spotting potential grounds for negative social media.

Operations

- Researching data based on current affairs for social media accounts (individuals, politicians, policy makers, parties or organisations)
- Prepare policy papers along with the policy team, based on a given brief.
- Prepare ideas for the Social Media team based on the said research.
- Engage in social listening for social media accounts.

- Prepare data sets or briefs as when required.
- Coordinate with content and social media team.
- Any work which suits the profile of Policy analyst and researcher.

Please send in your CV's along with a small email on why do you think you are interested in this position at admin@policybriefcase.com
