



INSTITUTE OF MANAGEMENT IN GOVERNMENT

(An Autonomous Body Constituted by the Government of Kerala)

Vikas Bhavan P.O.
Thiruvananthapuram - 695 033
8 February 2019

No.8218/A1/2018/IMG

Application invited for the post of Research Associate

The Institute of Management in Government (IMG) invites applications from competent candidates who possess the required qualification for the post of Research Associate (on contract basis) reserved for female candidates for Citizen & Community Scorecard Project.

1) Key Responsibilities

- Undertake activities according to predetermined project schedules;
- Perform data entry works for analysis and reporting;
- Assist the project team with capacity building activities
- Undertake project documentation;
- Coordinate interactions with project sponsor and stakeholders;
- Manage assigned tasks with client/client organisations

2) Educational Qualification:

PG degree in Public Administration /Social Work/ Management

3) Experience (desirable):

Successfully completed at least two assignment in connection with program evaluation/assessment of the impact of reforms/quality of service assessment/Social Science Research Study(s) Projects, for government/professional survey agency/development agency

4) Skills

- Knowledge in MS Office Suite
- Acquisition of research materials/information using internet;
- Use of multiple streams of data to obtain information in support of project under consideration;
- To write and speak English and Malayalam fluently;
- Use SPSS package for data analysis;
- Data collection using interview, questionnaire, observation, documents and records;
- Data entry and Report writing

[PTO]

5) Aptitude

Willingness to travel extensively (within Kerala) for data collection

6) Duration

6 months (renewable)

7) Age

35 years, as on 1/1/2019

8) Venue & Date of Walk-in-Interview

Institute of Management in Government (IMG), Law College Junction,
Thiruvananthapuram at 9.30 am on 14/2/2019.

9) Remuneration

Rs.25,000/- per month (consolidated contract pay)

10) No.of Vacancy

One

Eligible candidates may attend the walk-in-interview with original certificates to prove age, qualification and experience etc.,

Sd/-
SECRETARY