



**Job Description: Research Associate
India Health and Climate Resilience Fellowship (IHCRF)**

Position Title: Research Associate

Location: Delhi or Bangalore (Remote work possible with occasional travel to project sites and partner organisations)

IHCRF operates its programme currently in the following areas:

- Jharkhand - Khunti and West Singhbhum Districts
- Assam - Dhubri District
- Madhya Pradesh - Anuppur District
- Telangana - Medchal District
- Karnataka - Chamrajnagar District
- Rajasthan - Dungarpur District

Reports to: Lead - Monitoring, Evaluation, Accountability and Learning (MEAL)

Functional Reporting: Data Scientist and Lead - Knowledge Management & Learning

Job Type: Full-time

Salary Range: 65,000.00 INR to 75,000.00 INR inclusive of all taxes

Position Summary

The Research Associate plays a crucial role in advancing IHCRF's mission through conducting rigorous research, analysis, and evidence synthesis. This position contributes to building a strong knowledge base for public health and climate resilience interventions, supporting evidence-based decision-making, and strengthening program implementation. This fellowship-funded position offers a unique opportunity to gain experience in a dynamic public problem-solving endeavour focused on developing a resilient health system.

Key Responsibilities

1. Research and Data Collection (40%)

- Conduct in-depth research on public health issues, climate resilience, and related topics relevant to IHCR districts
- Collect, analyse, and interpret quantitative and qualitative data from various sources, including field reports, surveys, academic journals, and databases
- Ensure data integrity and maintain accurate records of research findings

2. Collaboration and Coordination (30%)

- Work closely with IHCR Fellows to understand district-specific challenges and needs
- Support the MEAL team in research design, data collection, and analysis for program evaluation
- Collaborate with the Data Science team on quantitative analysis and data visualization
- Work with the Knowledge Management & Learning team to document and disseminate research findings
- Coordinate with partner organisations and stakeholders for research implementation
- Facilitate effective communication and information exchange across teams

3. Writing and Documentation (20%)

- Develop comprehensive, well-structured, plagiarism-free base papers that address public health problems and needs in the IHCR districts
- Ensure all documents are high-quality, evidence-based, and formatted according to IHCRF guidelines
- Review and revise documents based on feedback from stakeholders

4. Capacity Building and Support (10%)

- Provide research support and training to IHCR Fellows to enhance their research capabilities
- Assist in the development of research tools, methodologies, and protocols
- Participate in capacity-building activities and workshops as needed

Key Competencies

Essential

- **Research Skills:** Proficient in qualitative and quantitative research methods, data analysis, and literature review
- **Analytical Thinking:** Strong ability to analyse complex information and derive actionable insight
- **Communication:** Excellent written and verbal communication skills, presenting information clearly and concisely
- **Collaboration:** Proven ability to work effectively in a team and coordinate with multiple stakeholders
- **Attention to Detail:** High accuracy and attention to detail level in all work products
- **Time Management:** Strong organisational skills and ability to manage multiple tasks and deadlines

Good to Have

- Experience managing or supporting research projects, including timelines, budgets, and deliverables
- Understanding public health issues and climate change, particularly in India and South Asia
- Experience conducting fieldwork, surveys, and interviews, especially in rural or underserved areas
- Capability to integrate knowledge from various disciplines such as public health, environmental science, economics, and social sciences
- Skills in creating visual representations of data to communicate research findings effectively
- Awareness and sensitivity to cultural differences, especially when working with diverse populations in different regions
- Experience in engaging with community members, government officials, and other stakeholders to gather insights and ensure research relevance

Qualifications and Experience

- **Education:** Master's degree or higher in Public Health, Epidemiology, Social Sciences, Environmental Science, or a related field
- At least 3-5 years of relevant experience in public health research, climate resilience, social work or a related area
- Demonstrated experience in developing research papers, policy briefs, or similar documents
- Experience working with NGOs, research institutions, or public health programs is preferred
- Proficiency in data analysis software (e.g., SPSS, R, Stata) and qualitative analysis tools (e.g., NVivo, MAXQDA)

- Familiarity with citation management software (e.g., EndNote, Zotero)
- Fluency in English is required; knowledge of local languages in the IHCR districts is a plus

Assignment

As part of the application process, candidates are required to complete ANY ONE of the following assignments. Please choose the assignment that best demonstrates your skills and expertise:

Option 1: Research Protocol Development

Design a research protocol for studying the intersection of climate change and public health in one of IHCRF's operational districts.

Requirements:

- Research objectives and questions
- Detailed methodology (mixed methods)
- Data collection tools and analysis plan
- Timeline and resource requirements
- Maximum 2,000 words

Option 2: Policy Brief

Write a policy brief analyzing the impact of extreme weather events on healthcare delivery in rural India.

Requirements:

- **Executive summary**
- **Problem analysis with evidence**
- **Policy recommendations**
- **Implementation strategy**
- **Maximum 1,500 words**
- **Include relevant data visualization**

Option 3: Research Paper Analysis

Review and analyze three recent research papers on climate-resilient healthcare systems in developing countries.

Requirements:

- Critical analysis of methodology
- Synthesis of key findings
- Gaps identification

- Recommendations for application in IHCRF context
- Maximum 2,000 words
- Include comparative analysis framework

Assignment Submission Guidelines:

- Submit in PDF format
- Use clear headings and professional formatting
- Include all references and citations
- Submit along with your application materials

Application Process

Please submit your details via the [Common Application Form \(CAF\)](#). After submitting your details on CAF, candidates should submit the following documents to careers@ihcrf.in:

1. Resume/CV
2. Cover letter detailing relevant experience and motivation for the position
3. Writing samples of previous research work (either a base paper, position paper, or policy brief)
4. Completed assignment (any one of the three options)

Benefits:

- Opportunity to gain valuable experience in research and MEL.
- Work in a dynamic and intellectually stimulating environment.
- Join a mission-driven organisation focused on a dynamic public problem-solving endeavour that aims to develop a resilient health system.
- IHCRF provides accidental and full medical insurance for all staff members and their immediate families. We also offer a generous leave allowance and flexibility in work arrangements.

Our application process will include at least two rounds of interviews and evaluation of the submitted assignment.

IHCRF is an equal-opportunity employer and values diversity in its workforce. We encourage candidates from all backgrounds to apply and particularly encourage women and minorities (including transfer persons, persons with disabilities, Dalits/those of tribal or OBC origin, and those from minority religions) to apply.

We receive many applications for every advertised position from excellent and qualified candidates. Unfortunately, we cannot respond to

individual applications. Solicitation via LinkedIn messages, e-mail, or phone is not encouraged. If you are shortlisted for the position, you will hear back from us within 15-20 business days starting from the date of advertisement.