

Vacancy Announcement: Research Manager

The Madras Institute of Development Studies (MIDS), Chennai is looking to hire a **Research Manager** to manage the **Tamil Nadu Household Panel Survey (2024-25)**. This Research project is being implemented in collaboration with the Department of Economics and Statistics, Govt. of Tamil Nadu. The job description is given below.

The Research Manager will have the following main responsibilities-

1. S/he will provide overall coordination and management of the survey. S/he serves as a liaison between the principal investigators and the other members/teams of the project. The Research Manager will be responsible for leading the data analysis process of the baseline data in consultation with the PIs and the project staff. S/he will be responsible for helping the PIs in the preparation of reports and the presentation of the data. S/he will take a lead in data analysis and preparation of thematic reports in consultation with the team and PIs.
2. The Research Manager will coordinate the day-to-day aspects of the preparation for and oversight of the data collection for the subsequent waves as and when required. The Research Manager leads the planning activities; s/he revises and updates the management plan, data collection protocols, respondent materials, design specifications, interviewing tools, and the training plan. The Research Manager assists in the development of the data collection instruments, including the conduct, review, and write-up of pretesting and piloting efforts and resulting revisions to instruments and protocols.
3. During the data collection period, s/he will provide supervision along with the field manager, in coordination with the Department of Economics and Statistics, district field managers who oversee the interviewers and other field staff. S/he is responsible for working with the field manager to monitor quality and productivity of fieldwork operations. S/he will be responsible for conducting training and other capacity building exercises with Department of Economics and Statistics. S/he will create regular reports on field activity for the research team in consultation with the field manager. S/he will supervise the development of the specifications for the programming of the various data collection instruments and the sample management system. The Research Manager will coordinate the development and implementation of data collection, quality control, and cost monitoring plans. S/he will also lead activities during data collection, including monitoring of all ancillary data collection activities. The Research Manager writes the final data collection documentation report.

Qualification: The candidate should have a Ph.D. (preferred) or Master's degree in Economics, Statistics or Development Studies. A minimum of two years of experience in managing large quantitative surveys and a large project team is required. Experience in managing CAPI-based surveys (computer assisted personal interview) and proficiency in data analysis is required. Knowledge of STATA, R, Power BI, Tableau and other data-related software is a must. Good analytical and writing skills are required.

Work station and Duration: The Research Manager will be based in Chennai, Tamil Nadu. The appointment will be initially for the year 2024-25, with the possibility of an extension. Salary will be commensurate with qualification and experience.

Selection process: Shortlisted candidates will be screened further based on the test/personal interview organised with the PIs and team.

Please email your C.V. with a covering letter to Professor Kripa Ananthpur, Principal Investigator and Project Coordinator, TNHPS, MIDS (recruitments.tnhps@gmail.com). Last date for submission of CV along with a cover letter is the **15th of March 2024**.