



**JSW SCHOOL OF PUBLIC POLICY**

**INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD'S**

**JSW SCHOOL OF PUBLIC POLICY**

*invites applications for*

### **Research Assistant – High-Quality Policy Content Writing**

The JSW School of Public Policy (JSW SPP) at the Indian Institute of Management Ahmedabad (IIMA) has been set up with a mission to contribute to public policy in India through impactful research; cutting-edge training programmes for practitioners in the public, private, and non-profit sectors; and advisory services to policymakers.

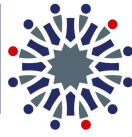
We are seeking applications for a Research Assistant who will assist with high-quality policy content writing. The position will start from May 1, 2023 and will be based at the JSW School of Public Policy at IIM Ahmedabad.

#### **Job Description:**

- To conduct research and write original policy content – long form articles, policy briefs, reports, op-eds, cases and so on – independently and in collaboration with JSW SPP and larger IIMA faculty
- To provide editorial support across all research and publishing activities within JSW SPP
- To provide timely feedback on writing quality and provide proofreading and formatting support on JSW SPP's knowledge outputs
- To create and maintain systems and processes for editing policy and research writing activities at JSW SPP
- To add value to the JSW SPP's knowledge outputs by organizing research writing and editing workshops

#### **Required Qualifications and Skills:**

- Applications must have a Master's degree in public policy, social sciences, or journalism with excellent English-language skills
- Experienced candidates with 3-5 years policy content writing and editing experience for top print/online publications, top-tier journals, industry publications, or similar are preferred
- Candidate must have a thorough understanding of policy content writing such as well-researched and data-driven long form articles, policy briefs, reports, op-eds, and cases
- Candidate must have a thorough understanding of the publishing processes – especially, editing and production



- Candidate must be a self-starter and possess self-discipline for timely and regular creation of policy content
- Candidate must possess excellent interpersonal, organizational, and communication skills

**Duration:** This is a full-time, on-campus position. The appointment will initially be for 12 months with a potential for extension based on performance, at the discretion of the supervisor. The Research Assistant will be expected to work a minimum of 40 hours per week and may be required to travel within India.

**Reporting:** The selected Research Assistant will report to Prof. Namrata Chindarkar, Chairperson - JSW School of Public Policy.

### **Salary**

Compensation will be commensurate with qualification and experience.

**Application Deadline:** April 1, 2023

To apply, please send an email including CV, cover letter, and a relevant published writing sample (of at least 800-1000 words) to [am-jswspp1@iima.ac.in](mailto:am-jswspp1@iima.ac.in) with the subject: *“RA Policy Content Writing: JSW School of Public Policy”* (Applications without proper subject may not be considered).