

Post: Senior Policy Strategist

Institution: South Asian Institute for Advanced Research & Development (SAIARD)

Tenure Type: Project based

Thematic Areas: Urban, River, Water, Landuse Planning, Sustainability, GIS-RS, Disaster, Public Health, Climate Change, Agriculture, Policy & Planning, Economics, Waste Management, Public Administration etc.

Age: 60+

Who can apply: Retired Professor / Govt. official / Industry Professional

Eligibility Criteria

- Retired professionals from reputed institutions/organizations.
- Minimum 25 years of experience in relevant fields such as public policy, strategic planning, disaster management, geospatial science, or related areas.
- Proven track record in policy analysis, development, and implementation.
- Strong analytical, communication, and leadership skills.
- Experience in Project Development and project implementation
- Ability to do team work and supervision
- Collaboration and leadership skills.
- A natural problem solver.
- Demonstrated experience in designing tools and strategies for data collection and analysis.
- Experience in dealing with Governments or any other Non-Government agencies in India and abroad.
- Strong inter-personal and communication skills.
- Responds positively to critical feedback and differing points of view.
- Demonstrates openness to change and ability to manage complexities.
- Experience in developing qualitative reports for projects.

Appointment Terms

- **Contract Period:** The appointment will be on a contractual basis for a period of one year, renewable based on performance and project requirements.
- **Probation Period:** An initial probation period of three months will apply.

Remuneration: On the basis of the Project development or valuation of the project

Major Role: Project Communication > Project Development > Project Management > Project Implementation

Job Roles

- **Policy Analysis:** Conduct thorough research and analysis of existing policies, regulations, and frameworks relevant to SAIARD's areas of focus.
- **Policy Formulation:** Develop and propose new policies, strategies, and frameworks aimed at improving disaster management, geospatial science, climate change mitigation, and other relevant fields.

- **Best Practices:** Identify and integrate best practices from national and international sources into SAIARD's policy recommendations.
- **Strategic Guidance:** Provide high-level strategic advice on policy direction and priorities.
- **Mentorship:** Mentor and guide junior policy analysts, researchers, and project teams, enhancing their skills and knowledge.
- **Stakeholder Engagement:** Liaise with key stakeholders, including government agencies, international organizations, NGOs, and academic institutions, to promote policy initiatives and foster collaborative efforts.
- **Project Development:** Lead and oversee comprehensive research projects on relevant policy issues, ensuring rigorous methodology and high-quality outputs.
- **Policy Advocacy:** Advocate for policy changes at various forums, including conferences, workshops, and meetings with policymakers and stakeholders.
- **Reports and Publications:** Prepare detailed policy briefs, reports, white papers, and articles for publication and dissemination.
- **Project Oversight:** Oversee the planning, implementation, and evaluation of policy-related projects, ensuring they are completed on time, within scope, and within budget.
- **Resource Management:** Manage project resources, including budgets, personnel, and materials, to achieve project objectives efficiently.
- **Performance Monitoring:** Monitor and evaluate the performance and impact of policy initiatives and projects, using data-driven approaches to measure success.
- **Public Speaking:** Represent SAIARD at national and international conferences, seminars, and other public forums, delivering presentations and participating in panel discussions.
- **Networking:** Build and maintain a robust network of contacts within the policy, research, and advocacy communities.
- **Media Engagement:** Engage with media to communicate SAIARD's policy positions and research findings, contributing to public discourse on relevant issues.
- **Continuous Improvement:** Continuously seek opportunities to improve SAIARD's policy work, staying abreast of emerging trends and developments in the field.

Ethical and Professional Standards:

- **Integrity:** Adhere to the highest standards of ethical conduct and professional integrity in all activities.
- **Confidentiality:** Maintain the confidentiality of sensitive information and adhere to SAIARD's confidentiality policies.
- **Compliance:** Ensure compliance with all relevant laws, regulations, and organizational policies.

Confidentiality and Non-Disclosure

- The Senior Policy Strategist shall maintain the confidentiality of all proprietary and sensitive information.
- A Non-Disclosure Agreement (NDA) must be signed upon appointment.

Conflict of Interest

- The appointee must disclose any potential conflicts of interest prior to the acceptance of the position and during the tenure as they arise.

Termination Clause

- Either party may terminate the contract with one month's notice in writing.
- Immediate termination can be executed on grounds of gross misconduct, breach of confidentiality, or violation of SAIARD policies.

Code of Conduct

- The Senior Policy Strategist is expected to adhere to the highest standards of professionalism and integrity.
- Compliance with SAIARD's policies, including those related to workplace behavior, ethics, and anti-discrimination.

Intellectual Property

- Any intellectual property developed during the tenure with SAIARD shall remain the property of SAIARD.
- Appropriate acknowledgment will be given to contributions in any publications or presentations.

Travel Requirements

- The position may require travel within the country or internationally.
- Travel expenses will be reimbursed as per SAIARD's travel policy.

Performance Review

- Performance will be reviewed quarterly by the SAIARD management.
- Renewal of the contract will be based on the performance evaluation.

Dispute Resolution

- Any disputes arising from the terms of this contract will be resolved through mediation as per SAIARD's dispute resolution policy.

Application & CV Submission at saiardkolkata@gmail.com (During application please mention your preferred thematic areas)

Any queries: [6289169916](tel:6289169916)

Terms and Conditions apply