



TAND
RESEARCH

Research Program Manager - Responsible Tech Initiative

Tandem Research is pleased to invite applications for a Research Program Manager for a new program on Responsible Technology in India.

Job Type : Full time, Fixed term, 12 months, renewable

Reports to: Tandem Director, Urvashi Aneja

Location: Aldona, Goa ; Remote working possible

Application Deadline: Rolling; First round of interviews - 10 March 2021

About Tandem Research

Tandem Research is an independent research collective that generates policy insights at the interface of technology, society, and sustainability. We believe that evidence-based policy alongside broad-based public engagement must steer technology and sustainability trajectories.

About the Responsible Tech Initiative

This program seeks to identify the values, institutions, frameworks, and capacities needed to enable a Responsible Technology ecosystem in India. The program will take a first principles and multi-disciplinary approach to identifying the upstream governance needs for promoting responsibility across three issue areas - Artificial Intelligence, Big Tech, and Public Tech.

The Role

The research program manager will coordinate and oversee the management of the Responsible Tech initiative and the establishment of new partnerships and research networks.

Key Responsibilities

- * **Coordinate and oversee delivery of the program's research projects.** This includes working with researchers to develop a project plan, setting clear milestones and monitoring progress, identifying resource requirements, coordinating with the communication team, coordinating with consultants and monitoring progress, and ensuring program learning across diverse activities.
- * **Coordinate strategic engagement opportunities and partnerships.** This includes establishing and facilitating an external research network, identifying key external opportunities to maximise research impact and uptake, organising and preparing background material for the program's events, and producing short briefing papers.
- * **Program operations and resource management.** This involves assisting the preparation of the programs budget, anticipating future staffing and operational needs, preparing and coordinating program level documents, and driving new funding partnerships. This also includes providing day to day support to Tandem Director.

This job description is not exhaustive and there may be other duties as and when required.

Experience and Skills (E: Essential ; HD: Desirable)

- * Masters degree in scientific or social science discipline that provides suitable foundations to engage with the research matter; candidates with an undergraduate degree may also be considered if there is sufficient professional experience. (E)
- * Minimum of 4 years of experience in project / program management, ideally in a policy or research institution. (E)
- * Experience of producing briefing papers and funding proposals (E)
- * Experience establishing and facilitating research / community networks (HD)
- * Strong project management and organisational skills (E)
- * Ability to develop collaborative relationships across different sectors and stakeholders (E)
- * Strong problem-solving, analytical and multi-tasking skills (E)
- * Strong verbal and written communications skills (E)
- * Experience of website and social media management (HD)
- * Experience using project management tools and software (HD)
- * Strong interest and familiarity with technology policy in India (E)
- * Proactive, collaborative and able to work independently (E)

Remuneration

Remuneration at Tandem Research is competitive to industry standards. The program manager will be offered a base salary of INR 80,000 - 120,000 per month, dependent on experience and domain knowledge.

Application Process

Applications will be considered on a rolling basis, until the position is filled.

The first round of interviews will commence 10 March.

We are hoping to fill this position by 30 March.

To apply, please send the following documents to Angelina Chamuah - angelina@tandemresearch.org

- * CV with relevant academic and professional information (max 2 pages)
- * Two samples of academic / professional writing
- * A brief statement of motivation (max 400 words)

Short-listed candidates will be invited for an in-person / video interview
