



GOA INSTITUTE OF MANAGEMENT

Job Description

Ref: GIM/HR/JD/009/2025

Date: 11th March 2025

Position Cadre	Centre of Excellence in Sustainable Development CESD
Designation	Research Associate
Reporting to	Chair of the Centre Program and Operational reporting to the Registrar

Position Overview: The Research Associate at the Centre for Sustainable Development in the Business School will support cutting-edge research focused on sustainability practices, business strategies, and environmental impact. This role involves conducting data analysis, literature reviews, communicating and coordinating with a variety of domestic as well as international stakeholders and assisting with the development of research papers and reports. This position offers an exciting opportunity to contribute to sustainability research and innovation in the business field.

Key Responsibility Areas (KRAs)

KRA	Key Activities
Research Support & Data Analysis	<ul style="list-style-type: none">Assist in conducting literature reviews, data collection, and analysis to support sustainability research, and contribute to writing research reports, papers, and publications.Maintain and update research databases to ensure data is accurate, accessible, and well-organized. Ensure proper storage, retrieval, and backup of data related to the project involvedIdentify potential research funding opportunities and support in developing research proposals for funded projects
International Collaboration & Stakeholder Engagement	<ul style="list-style-type: none">Work closely with the Centre Chair and various departments to ensure smooth coordination across different aspects of the research process.Foster effective communication to support project objectivesAttend conferences, to present findings, network with experts, and stay informed on new research trends & methodologies.

Administrative & Organizational Support	<ul style="list-style-type: none"> • Manage and organize research data, documents, and schedules, providing administrative assistance to the research team, ensuring efficient project execution. • Organize seminars, hackathons and talks on sustainable development to engage with multiple stakeholders
Communication & Presentation	<ul style="list-style-type: none"> • Prepare presentations, reports, and other documents for both academic and industry audiences, and engage with stakeholders to communicate research findings and project progress.

Qualifications and Competencies

Category	Details
Educational Qualification	Master's degree in sustainability, environmental science, business, or a related field will be preferred
Experience	Minimum 2 years of work experience. Prior experience in a similar role / university or academic research environment is a plus.
Skills	<ul style="list-style-type: none"> • Strong interpersonal and communication skills. • Proficiency in project management tools and data analysis. • Ability to work independently and in teams in a fast-paced environment. • Familiarity with grant writing, and research proposals

Key Performance Indicators (KPIs)

No.	KPI Category	Indicators
1	Research Output	<ul style="list-style-type: none"> • Timely completion and quality of research tasks, including reports and publications
2	Collaboration Effectiveness	<ul style="list-style-type: none"> • Successful coordination of international projects and engagement with key stakeholders. • Successful organization of workshops, conferences, and meetings related to sustainability.
3	Stakeholder Feedback	<ul style="list-style-type: none"> • Positive feedback from faculty, researchers, and external partners regarding communication and support.
5	Research Dissemination	<ul style="list-style-type: none"> • Contribution to the publication of research papers, or presentation at conferences.

KPI's are indicative can be modified based on centre requirement