

### Job Description

**Ref: GIM/HR/JD/016/2025**

**Date: 16<sup>th</sup> June 2025**

<b>Designation</b>	Research Associate
<b>Position Cadre</b>	CSSA
<b>Reporting to</b>	Chairperson - CSSA

About the Role : The Research Associate at the Centre for Social Sensitivity and Action (CSSA) at Goa Institute of Management will contribute to impactful research and outreach focused on social responsibility, inclusion, decent work and sustainable development. The role involves supporting research on centre focus themes, preparing reports, maintaining documentation, and coordinating with stakeholders across academic, civil society, and policy domains. The Research Associate will also assist in the design and delivery of programs, events, and publications that align with CSSA's mission. This position offers a meaningful opportunity to contribute to socially engaged scholarship and help shape responsible leadership in higher education.

### **Key Responsibility Areas (KRAs)**

- 1) Conduct literature reviews, data collection, and analysis related to CSR, inclusion, and social impact, Decent Work etc themes
- 2) Support in preparing proposals and applications for research funding
- 3) Coordinate and document Centre-led workshops, dialogues, and events
- 4) Maintain a structured database of CSSA's projects and partnerships
- 5) Assist with report writing, presentations, and research dissemination
- 6) Engage with internal and external stakeholders including academic partners, NGOs, and development organizations

### **Qualifications and Competencies**

Category	Details
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>• Post-graduate degree in Management, Social work, social science or related discipline.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 01 years of professional experience in the activities mentioned under KRA.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills, both written and verbal</li> <li>• Skills in using MS office/excel</li> <li>• Familiarity with grant/proposal writing and qualitative research tools (e.g., NVivo)</li> </ul>

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