

JOB DESCRIPTION

Organization: Gateway House: Indian Council on Global Relations

Position: Fellow – Digital Economy

Location: Mumbai, India

Gateway House: Indian Council on Global Relations is a not-for-profit, non-partisan, independent, membership-based, foreign policy think-tank established in 2009, to engage India's leading corporations and individuals in debate and scholarship on India's foreign policy and its role in global affairs. Gateway House executes its mission through a comprehensive website (<http://www.gatewayhouse.in>), a robust membership and meetings programme, and the studies programme.

The Fellow will work closely with the Executive Director to identify, plan, and execute research on topics related to Gateway House's priorities.

Essential Duties & Responsibilities

The Digital Economy Fellow will analyze and study India's emerging digital economy ecosystem, its domestic and international context and its global comparisons and implications. The Fellow will engage with a wide range of multi-sectoral players from academia, government, industry, associations, start-ups, to support their research.

The Fellow will be expected to:

1. **Plan:** Explore & ideate. Offer expertise to address evolving issues faced in the digital economy. Study and design research projects
2. **Early Research:** Develop a comprehensive, coherent approach to expand connectivity, encourage learning, activate digital skills & literacy
3. **Fund:** Initiate and manage funding proposals end to end
4. **Full Research:** Carry out thorough qualitative, quantitative econometric and computational analysis with a view to provide universal and cost-effective access thereby promoting digital upskilling
5. **Write:** Long form papers and shorter articles based on substantial primary research and field interviews
6. **Publish:** Develop a strategy for long term programs in the study area which will include seminars conferences, roundtables & meetings
7. **Distribute:** Engage, network and nurture relationships to create awareness & build brand reputation. Represent the institution at Scholarly meetings and at potential target audience gatherings

8. **Convene Meetings:** Participate in institutional activities and help with annual conferences and develop relationships. Contribute to building network with other think tanks, Corporates and Government bodies
9. **Training & Mentorship:** Enhance learning & development of junior staff with ongoing training and coaching. Work across the institution on various engagements in the field of teaching, pertaining to internal and external deliverables outlined
10. **Teaching:** Opportunities for teaching modules at partner institutions

Qualification, Skills / Other requirements

- Any nationality (Indian national/OCI preferred)
- Masters / PhD or a minimum of 8 years of relevant work experience
- High-quality research and analytical writing & presentation skills.
- Demonstrated expertise on technology challenges
- An established publication record on technology challenges
- Participated and presented at significant & relevant international fora
- Outstanding proof-reading and editing skills, detail oriented.
- Efficient, energetic, ethical team player
- Experience working in multicultural settings
- Proficient in Microsoft Office and search technologies.
- Community service carried out is an added advantage

Please submit a C.V. and covering letter indicating your interest in Gateway House and motivations for working with us, and a recent short writing sample. Once we review these documents internally, we'll contact you for an interview (in person if you are in Mumbai) or over the telephone.

Please note this position is based in Mumbai (Pandemic permitting)

Your application should be emailed to jobs@gatewayhouse.in with the subject "Application – YOUR NAME – Fellow: Digital Economy"