

Organisation: Gateway House: Indian Council on Global Relations

Position: Research Assistant – Connectivity

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 (www.gatewayhouse.in), a robust membership and meetings program and the studies program.

The Research Assistant will work in the Senior Fellow for Energy, Investments and Connectivity.

Expectation:

- Research expectations
 - Develop presentations on research being conducted in Gateway House and be able to present to external and internal audiences.
 - Provide research assistance to fellows in their respective study areas.
 - Develop expertise and a network of contacts by attending area seminars and lectures.
- Writing expectations
 - Assist the respective fellow in their current research and also conduct own research and writing.
 - Synthesize Gateway House research for debriefing and assisting senior scholars on issues before meetings, conferences, and seminars.
- Organizational expectations
 - Plan, design and implement research projects
 - Manage editing and publishing process of Gateway House publications by coordinating with the research and operations team

Qualification/Other:

- Indian nationality preferred.
- Master's degree with minimum 3 years of experience or a Bachelor's degree with minimum 5 years of experience in a relevant study area.
- Keen interest and aptitude in management and administrative tasks.
- Good verbal and written skills.
- Enthusiastic and creative team player with ability to work both independently and collaboratively.
- Proficient in Microsoft Office and search technologies.
- Community service carried out is an added advantage

Please submit a CV, a covering letter indicating your interest in Gateway House and motivations for working with us, and one relevant writing sample to jobs@gatewayhouse.in

PLEASE INCLUDE THE NAME OF THE POSITION IN THE SUBJECT OF YOUR EMAIL. Once we review these documents internally, we'll contact you for an interview in person or on a video call. This role is based at the Mumbai office and not remote.