

## Job Description

<b>Job Title:</b>	Research Intern	<b>Function:</b>	Research
<b>Reports to position:</b>	Manager- Research	<b>Location:</b>	BIPP, ISB, Mohali
<b>Reportees to Position:</b>	None	<b>Band:</b>	-

### Job Purpose

Bharti Institute of Public Policy (BIPP) is seeking highly motivated and enthusiastic individuals for the position of Research Intern. This internship offers an excellent opportunity for candidates interested in gaining hands-on experience in policy research and analysis within a dynamic and collaborative environment. The selected interns will work closely with experienced researchers on various projects aimed at addressing contemporary public policy challenges.

### Job Outline

Bharti Institute of Public Policy (ISB BIPP) aims to lead education and research in the domain of public policy. The institute stands tall as one of India's eminent public policy think tanks engaging with eminent policy makers and providing them with critical, data-driven evidence, research, and analysis on relevant and critical concerns. As ISB BIPP continues to broaden its public policy research, we seek a Research Intern to join our team to support the institute's research initiatives.

The successful candidate will carry out the below activities:

- **Assisting in Publication of BIPP Policy Paper Series, Reports, Research Blogs, Policy Briefs, and Presentations:** Refining content, ensuring accuracy, clarity, and adherence to academic standards. Conducting fact-checking and verification of sources to maintain credibility and integrity of publications. Formatting documents according to established style guidelines, including proper citation formatting and consistent use of terminology. Coordinating with design and graphics teams to create visually appealing and informative graphics.
- **Supporting Research Initiatives:** Conducting comprehensive literature reviews to identify relevant sources and contributing to the development of research projects. Utilizing various analytical tools and techniques to analyse data sets and extract meaningful insights. Creating visualizations, such as charts, graphs, and infographics, to effectively communicate research findings.

- **Providing Administrative Support:** Responding to needs as they arise, such as organizing meetings, providing support in workshops, maintaining documentation, and managing correspondence.

### Job Specification

Knowledge / Education	Specific Skills	Desirable Experience
<ul style="list-style-type: none"> <li>• Recent post-graduate in public policy, economics, political science, or a related field</li> <li>• Strong academic record</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency in academic writing, with a demonstrated ability to effectively structure and articulate complex ideas in research papers, reports, and policy briefs.</li> <li>• Familiarity with academic databases, academic writing conventions and referencing standards, such as APA 6th edition.</li> <li>• Proficiency in Microsoft Office suite (Word, Excel, PowerPoint)</li> <li>• Ability to work independently as well as part of a multidisciplinary team, with a proactive and flexible approach to tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Authored or co-authored research publications, policy papers, blog or other written content.</li> </ul>

### Job Interface/Relationships:

Internal	External
<ul style="list-style-type: none"> <li>▪ Manager- Research</li> <li>▪ Research Team</li> <li>▪ Occasionally other team members</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>

Sn No	Key Responsibilities	% Time Spent
1	Assist in publication of BIPP Policy Paper Series, reports, research blogs, policy briefs, and presentations, ensuring accuracy, clarity, and adherence to academic standards.	50%
2	Support the research initiatives of the department by conducting literature review, data analysis, visualisation, referencing, etc.	30%
3	Provide administrative support as needed, including organizing meetings, maintaining project documentation, and managing correspondence.	20%

**How to apply**

Send your application through an email to [researcheditor\\_bipp@isb.edu](mailto:researcheditor_bipp@isb.edu) with subject line **“Application for Research Internship\_2024”**. Attach your updated CV and a cover letter (500 words) as to why you are the best fit for this position. Alternatively, you may fill in the following form to submit your application: <https://form.jotform.com/241142634278455>

Applications will be reviewed until the position is filled. You will be contacted only in case you are shortlisted for an interview.