



INDIAN POLICE FOUNDATION

Recruitment of Research Associates for the IPF Project on Internal Police Reforms at Chandigarh (Punjab), Rajasthan (Jaipur), Hyderabad (Telangana) and Chennai (Tamil Nadu)

- i. Please apply only if you are from above cities/states and willing to relocate.
- ii. Proficiency in local language (reading, writing and speaking), is must -Punjabi in Chandigarh, Hindi/ local language in Jaipur, Telugu in Telangana and Tamil in Tamil Nadu

Job Description

RESEARCH ASSOCIATES-(4 Positions) 1 in each city as mentioned above.

Indian Police Foundation invites applications from young professionals to fill up four temporary positions of Research Associates for the IPF Project on Internal Police Reforms. These recruitments are initially for a period of one year, extendable up to 3 years.

About the Role

The Research Associates will work closely with the State Supervisors & State Nodal officer. This role requires that the candidates are skilled in both research and project management and are acquainted with police working. Research Associates will be stationed at the cities mentioned above but will be required to travel to various districts in the respective and other states and New Delhi as and when required.

Responsibilities

Research:

1. Assist the State Supervisor and Project Director in baseline evaluation and collecting and analysing relevant data from the selected 15/30 police stations in each state and feedback from citizens & relevant documents/reports.

Candidates should possess skills and experience in both qualitative and quantitative research. Knowledge of national and state laws pertinent to policing, including police manuals will be desirable.

Meetings, Training & Workshops

1. Organizing Workshops/Meetings: Coordinate and organize workshops and meetings with civil society, NGOs and State Police.
2. Assist in the preparation of training material in consultation with State Supervisors and Project directorate.
3. Assist in organising the training programs in districts

Fieldwork- visits to PSs

Handholding and Evaluation Visits: Accompany PC/APC & State Supervisors during field visits to police stations, making records relating to project implementation, gaps, field issues and project evaluation both during the Pilot and Main project phases.

Documentation

1. **Best Practices:** Document and organise data on good practices discovered during field visits and desk research.
2. **Meeting Minutes:** Prepare minutes of meetings, discussions and workshops, summarizing key points, action items and follow-up steps.
3. **Citizen Feedback:** Collect feedback from people visiting police stations about their experience and satisfaction
4. **Data collection** from PSs in prescribed formats

Communication & Coordination:

Correspond with State Police, Project Hqr. and other stakeholders: Act as a liaison between the project team at Delhi, the State Supervisors and with nodal officers in the state police, ensuring smooth communication, information exchange and prompt follow up.

Reporting

1. **Project Progress Reports:** Compile field reports, analyse the data and prepare comprehensive project progress reports for submission to the Project Hqr. and State police on fortnightly and/or monthly basis.
2. **Manuals and Reports:** Assist in the preparation of the (i) Change Manual, revising it from time to time, (ii) Pilot Project Report and (iii) Final Project Report.

Miscellaneous:

Attend to other tasks related to the project, as assigned by PD or PC or APC or SS from time to time.

Qualifications:**Essential:**

- Bachelor's degree in Police Sciences/Social Sciences / law/ Management.
- Experience in research and data analysis skills (both qualitative and quantitative)
- Strong written and verbal communication skills in English and local state language.
- High level of proficiency in computer skills.
- Ability to work effectively in a collaborative team environment.

Desirable:

- Knowledge about policing domain, law and procedures
- Age preferably below 35 years
- Possession of own Laptop

Salary/Perks:

1. Monthly salary of Rs 40,000/- per month with 5% annual increment
2. Transport allowance of Rs 5,000/- per month
3. Reimbursement of travel and accommodation during visit to police stations, districts as per the entitlement fixed by IPF
4. Other service conditions will be governed by IPF HR and other policies

For young professionals, this offers an excellent opportunity to be part of the police reforms project, where you can play a pivotal role in shaping the future of law enforcement, contributing to enhanced police governance and making a tangible difference in service delivery to citizens.

How to apply

Please visit <https://www.policefoundationindia.org/careers> to access the application form and guidelines for submitting your application. For any queries or concerns, you can contact us at recruitment.tpfi@gmail.com or call us at 9205771710.