



INDIAN POLICE FOUNDATION

Recruitment of Research Associates for the IPF Project on Internal Police Reforms

Job Description

RESEARCH ASSOCIATES-(2 Positions in Delhi)

Indian Police Foundation invites applications from young professionals to fill up two 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 Project Director (PD) and the Project Coordinators (PC). This multifaceted role requires that the candidates are skilled in both research and project management. Research Associates will be stationed at the IPF's Delhi office but will be required to travel to various states.

Responsibilities

Research:

Assist the PD, PCs in collecting and analysing relevant data, information & documents/reports for the successful execution of the project.

This involves reviewing and analysing reports and recommendations from National Police Commissions, Committees, law commissions, as well as research reports from BPR&D/NCRB/NHRC/MHA and other organizations. Candidates should possess strong research skills with a focus on national and state laws pertinent to policing, including police manuals.

Documentation

1. **Best Practices:** Document and organise data on successful strategies, programs, procedures and good practices discovered during desk research and field visits to states.
2. **Meeting Minutes:** Prepare minutes of meetings, discussions and workshops, summarizing key points, action items and follow-up steps.

Meetings, Training & Workshops

1. Organizing Workshops/Meetings: Coordinate and organize workshops and meetings with experts, NGOs and State Police.
2. Assist in the preparation of training material in consultation with PCs, State Supervisors and PD.
3. Participate in the training programs to ensure that these are conducted effectively.

Fieldwork

Handholding and Evaluation Visits: Accompany PCs & State Supervisors during field visits where necessary, making records relating to project implementation, evaluation and improvement both during the Pilot and Main project phases.

Documenting Public Perception:

Collect feedback from people visiting police stations about their experience and satisfaction.

Communication

Correspond with State Police, State Supervisors, the Donor agency 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 donor agency and the Executive Committee (EC) of the IPF, including PPTs as and when required.
2. Manuals and Final 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 from time to time.

Qualifications:

Essential:

- Bachelor's degree in Law /Police Sciences/Social Sciences / Business Administration.
- Strong written and verbal communication skills in English and Hindi.
- High level of proficiency in computer skills.
- Ability to work effectively in a collaborative team environment.

Desirable:

- Experience in research and data analysis skills (both qualitative and quantitative)
- Experience in project management
- Knowledge about policing procedures
- Age preferably below 35 years
- Possession of own Laptop

Salary/Perks:

1. Monthly salary of Rs 45,000/- per month with 5% annual increment
2. Reimbursement of travel and accommodation during visit to States as per the entitlement fixed by IPF

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> for more information and uploading of applications.

If you have any queries, please get in touch with us at: recruitment.tphi@gmail.com

or call us at 9205771710.

Deadline for submission of application through email: 03/06/2024