

Position: Research and Operations Associate

Employment Type: Full time (Contractual)

Location: Mumbai, India (WFH)

About GSN: The Global Sustainability Network (GSN) *is committed to achieving Goal 8 with a focus on ending modern-day slavery, economic growth and equitable employment for all, through our network alliances and multi-stakeholder initiatives.* GSN is a network organisation consisting of key representatives from multiple faith-based communities, the business sector, academia and civil society.

GSN began in 2014 as a network of 1,300+ people and organisations after the signing of the Joint Declaration Against Modern Slavery by The Pope, the Archbishop of Canterbury, Ecumenical Patriarch Bartholomew from Greece and senior representatives of the Jewish, Muslim, Hindu and Buddhist faiths in 2014, and is now registered as a UK based CIO.

To learn more, please visit, www.gsngoal8.org.

Key Responsibilities:

The **Research and Operations Associate** will be an integral part of the team as we build programs from the ground up and engage with and grow our network. She/He/They will mainly be responsible for:

1) Qualitative and Quantitative Research & Analysis

- Secondary Research relevant to SDG 8, including **latest data** and information on current developments, policy analysis, legislations, various stakeholders and their contribution to SDG 8 including faith leaders, business leaders, academia, media etc.
- Research required will also focus on enhancing our core network through finding relevant organizations (local- country-specific and global) and exploring partnership opportunities.
- **In a nutshell, the individual will be responsible for collecting, organizing and analyzing both qualitative and quantitative data.**

2) Operations

- **Assisting the Executive Director** with day-to-day actions including memos, presentations, written collaterals etc.
- Assisting with organizing meetings, events, both online and **offline high-level conferences**

- Assisting with **managing internal and external stakeholders** including business leaders, NGOs, faith leaders, HNIs and others

Experience and Qualification

- 1) The candidate must have 2-3 years+ of experience with a reputed organization doing meaningful work and demonstrated interest and exposure to **global development issues and the SDGs**
- 2) He/She/They must have a Bachelors, preferably a **Masters/ Professional degree** from a reputed institution in Economics/ International Development/ Management/ other relevant fields of study

Skills and Competency

The candidate must have/ be:

- 1) **Skilled at secondary research and excited by it**
- 2) **Strong analytical skills**
- 3) **Excellent organizational skills** and the ability to multitask
- 4) **An Independent worker** and a self-motivator and **be comfortable working from home**
- 5) Excellent communication (writing and speaking skills) in English
- 6) Knowledge of graphic designing and online design tools such as Canva/ Adobe Spark etc. would be an advantage

Salary

INR 700,000- 100,000 per annum depending on relevant experience and skill-set

We are an equal opportunity Employer.

Interested candidates, please email your resume, writing sample and a short cover letter (not more than 200 words) to info@gsngoal8.org.