

**JOB TITLE:** Policy Manager

**REPORTS TO:** Deputy Director, State BIUs, CSBC

**OVERVIEW OF CSBC:**

The Centre for Social and Behaviour Change (CSBC), Ashoka University - India's leading Liberal Arts University – is funded by a grant from the Bill & Melinda Gates Foundation (BMGF). The vision of CSBC is to establish an institution, based out of India that is globally reputed for thought leadership and excellence in impactful behaviour change interventions for low-income and marginalized populations. The Centre is focused on bringing new capabilities such as behavioural science, design thinking, advanced data analytics and responsive feedback to governments, practitioners and donors to help better design and optimize behaviour change interventions. We work closely with Central and State Governments as well as other stakeholders in the areas of nutrition, sanitation, financial inclusion, maternal & new born care, data privacy and agriculture.

**PROJECT CONTEXT:**

This is an exciting opportunity to strengthen policy outcomes in Bihar, through the application of behavioural insights across key sectors such as health and nutrition, maternal and new born care, water and sanitation, financial services, and education.

**OVERVIEW OF THE ROLE:**

The Policy Manager will be responsible for managing the work of the Behavioural Insights Unit. We are seeking someone who can build an understanding of the policy landscape of the state, and support our team to connect this with specific evidence-led behavioural solutions for strengthening policy outcomes. This is an opportunity to work in an ecosystem of government officials and policy partners, to institutionalise the use of behavioural insights in policy design for long-term changes in systems and outcomes. We need someone who is excited to solve large and complex problems; is ready to learn deeply, and can map out ways to strengthen government systems.

**KEY RESPONSIBILITIES:**

The Policy Manager would be responsible for deliverables of the State BIU team, in the following areas:

- *Partner relations:* Working closely with senior government officials and partners to identify and align on policy challenges to prioritise;
- *Policy analysis:* Will produce regular internal briefings on policy context, stakeholder analysis, and to forecast and track changes in government priorities and opportunities for our work;
- *Planning and running* workshops, events and projects with the government and other partners, with a behavioural insights for capacity building, knowledge sharing, and to general new projects;
- *Supporting* the CSBC empirics team to run pilot projects to generate behavioural solutions to solve policy challenges;
- *Creating scale-up plans* for effective behavioural interventions that are aligned with existing government processes and structures;
- Overseeing budgets, financial management, grant reporting and contracting requirements related to projects.

**SKILLS REQUIRED:**

- Bachelor's or Master's degree in economics, social sciences, public policy, sociology or related fields;
- A minimum of 4 years of work experience in partnership management or working with a government, or in managing projects in a government system;
- Strong writing and documentation skills, especially production of executive briefings and presentations;
- Experience of working in Bihar is an advantage, but not necessary;
- Brings energy to the team, and takes away learning in equal measure;
- Fluency in English and Hindi (essential).

**LOCATION:**

This role is based in Patna, Bihar. Hence, the candidate should have work authorization in India (preferably Indian citizenship or Overseas Citizenship of India). However, due to the COVID-19 situation, CSBC has switched to a work-from-home model of operations. Given these circumstances, the role would be on-boarded and executed remotely.

**COMPENSATION:**

Remuneration is competitive with the sector, but may vary subject to the candidate's professional qualifications and work experience.

**HOW TO APPLY:**

Please send your application to [careersatcsbc@ashoka.edu.in](mailto:careersatcsbc@ashoka.edu.in)

In your application please include:

- The position title (Policy Manager) in the subject line of the email,
- A two-page CV,
- A one-page cover letter highlighting your experience relevant to the job requirements.

**Closing date:** Within 15 days from the date of publishing.

We encourage early application as applications will be processed as they are received so the recruiting process may end earlier than the closing date.

We are an equal opportunity organization and encourage diversity within the organisation. Women, differently abled persons, SC/ST/OBC candidates are especially encouraged to apply.

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