

CENTRE FOR REGULATORY STUDIES, GOVERNANCE AND PUBLIC POLICY

THE WB NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

KOLKATA, INDIA

JOB DESCRIPTION

1. Name of Post: Research Fellow and Centre Coordinator

The Research Fellow will work under the direct guidance of the Vice Chancellor, WB NUJS in consultation with the Government of West Bengal. The Research Fellow will ensure that the CRSGPP produces the results as required under the vision of CRSGPP and other documents to the required standards of quality and within the specified constraints of time and cost. For this, Research Fellow will assist the Vice Chancellor, WB NUJS and the Government of West Bengal in ensuring timely delivery of works maintaining feasible work plans and effectively assist and oversee the CRSGPP in achieving its goals.

a. Duties and Responsibilities

- Responsible for day to day administrative and financial management of the CRSGPP;
- Coordinate with relevant implementing partners to ensure expected outputs in a timely manner;
- Prepare the annual work plan of CRSGPP;
- Supervise and monitor in the implementation of projects;
- Supervise and monitor implementation of reporting, monitoring and evaluating policies and strategies;
- Liaison, partnerships and coordination with external and internal partners;
- Supervise the work of the Research Associates and Research Assistants working for the CRSGPP;
- Knowledge building, management and scholarly publication;

- All other activities entrusted by the Vice Chancellor or initiate activities required for the proper working of the Centre to fulfil its goals.

b. **Reporting to:** Vice Chancellor, WB NUJS

2. Name of Post: Research Fellow

The Research Fellow will work under the direct guidance of the Vice Chancellor, WB NUJS in consultation with the Centre Coordinator and the Government of West Bengal. The Research Fellow will ensure that the CRSGPP produces the results as required under the vision of CRSGPP and other documents to the required standards of quality and within the specified constraints of time and cost. For this, Research Fellow will assist the Vice Chancellor, WB NUJS and the Government of West Bengal in ensuring timely delivery of works maintaining feasible work plans and effectively assist in involving the CRSGPP in achieving its goals.

a. Duties and Responsibilities

- Coordinate with relevant implementing partners to ensure expected outputs in a timely manner;
- Monitor and supervise implementation of projects;
- Implementation of reporting, monitoring and evaluating policies and strategies;
- Liaison, partnerships and coordination with external and internal partners;
- Supervise the work of the Research Associates and Research Assistants working for the CRSGPP;
- Knowledge building, management and scholarly publication;
- All other activities entrusted by the Vice Chancellor or initiate activities required for the proper working of the Centre to fulfil its goals.

b. **Reporting to:** Vice Chancellor, WB NUJS through the Centre Coordinator

