

Job Description: Executive Director (Economic, Policy Research, and Administration)

Job Title	Executive Director (Economic, Policy Research, and Administration)
Roles & Responsibilities	
<p>The Executive Director (ED) will be responsible for providing strategic leadership and direction in the organization's economic research, policy analysis, monitoring and evaluation (M&E), and administrative functions. This is a high-level leadership role, designed specifically, with substantial experience in economic modelling, data-driven policy analysis, and public sector administration. The ED will be tasked with ensuring that the organization's programs are aligned with its mission to influence policy and enhance socioeconomic development through evidence-based research and sound administrative practices.</p>	
Key Responsibilities:	
1. Leadership and Strategic Direction:	
<ul style="list-style-type: none">• Provide visionary leadership in the areas of economic research, policy analysis, M&E, and administration, ensuring the organization's objectives are met.• Oversee the development and implementation of strategic plans, ensuring alignment between research, programs, and the organization's mission.• Lead a multidisciplinary team and coordinate between various functions (economic research, policy research, M&E, and administration) to maximize organizational impact.• Engage with key stakeholders including government officials, international organizations, donors, and academic institutions to enhance the organization's policy influence and effectiveness.	
2. Economic and Policy Research:	
<ul style="list-style-type: none">• Lead the development and execution of the organization's research agenda, addressing key economic issues and policy concerns in alignment with the State mission.• Utilize advanced econometric and statistical techniques to conduct rigorous economic analysis, model policies, and generate actionable insights.• Ensure that research findings are translated into policy recommendations and other communications (reports, policy briefs) for Govt of AP and other stakeholders.• Promote a culture of innovation in economic research and policy analysis, fostering the use of cutting-edge methodologies and tools.	
3. Monitoring and Evaluation (M&E):	
<ul style="list-style-type: none">• Oversee the design and implementation of M&E frameworks and systems to track the effectiveness of programs, research, and policies.• Develop tools and methodologies for monitoring and assessing the impact of organizational interventions, ensuring they meet defined outcomes.	

- Use data-driven insights to assess performance and ensure that lessons learned from evaluations are incorporated into future projects.
- Ensure that all programs are compliant with the M&E standards of donors and government agencies, and that results are communicated effectively.

4. Team and Staff Management:

- Lead, mentor, and develop a high-performing team in the areas of research, M&E, and administration, ensuring each function's growth and alignment with organizational goals.
- Foster an inclusive and collaborative work culture that encourages continuous professional development, accountability, and excellence.
- Conduct performance evaluations, provide constructive feedback, and identify opportunities for staff development.
- Recruit, retain, and support key talent, ensuring the team is capable of delivering on strategic priorities.

5. Fundraising and Resource Mobilization:

- Contribute to the development and implementation of fundraising strategies, seeking resources to support organizational priorities and research initiatives.
- Build and nurture relationships with donors, government agencies, foundations, and other potential funding partners.
- Lead the preparation of grant proposals, financial reports, and ensure compliance with donor requirements.
- Identify new funding opportunities and strategic partnerships to secure long-term sustainability.

6. External Engagement and Policy Advocacy:

- Build and maintain relationships with policymakers, advocacy groups, think tanks, and other stakeholders to influence economic policy and public discourse.
- Represent the organization at national and international conferences, meetings, and forums, promoting its research, policy insights, and advocacy agenda.
- Collaborate with communications teams to disseminate research findings through policy briefs, reports, and public advocacy campaigns.
- Identify opportunities for the organization to contribute to debates on economic development, governance, and related policy areas.

Educational Qualification

- Bachelor's degree in Statistics, Economics, or related field.
- Master's degree in Statistics, Economics, Econometrics, Public Policy, or a related field from a recognized institution.
- Officer deputed from the Central Government

Skills	<ol style="list-style-type: none"> 1. Proven expertise in designing, implementing, and managing monitoring and evaluation (M&E) of govt. schemes, programmes, systems, develop SMART frameworks, and methodologies, with a strong background in establishing effective M&E structures. 2. Leadership and team management skills, with a strong track record of building and mentoring high-performing teams. 3. Strong organizational and project management skills, with experience managing budgets, resources, and complex projects across multiple stakeholders. 4. Financial management skills to oversee resource allocation, budgeting, and reporting.
Experience	<ul style="list-style-type: none"> • At least 15 years of progressive experience in economic research, policy analysis, M&E, or public administration, with a minimum of 5 years in leadership roles. • Preferable for the officers working in Indian Statistical Services (ISS). • Proven expertise in statistical methodologies, econometric modelling, and economic policy analysis, particularly in the Indian context. • Experience leading multi-disciplinary teams and managing large-scale projects or research initiatives. • A track record of engaging with government agencies, policymakers, donors, and international organizations to influence policy and secure funding for programs.
Pay scale (As per 7th CPC)	<ul style="list-style-type: none"> • Grade 12 -13
Selection Process	<p>Candidates will be selected based on their:</p> <ol style="list-style-type: none"> 1) Academic qualification & Relevant Experience 2) Personal Interview
Mode of Recruitment	<ul style="list-style-type: none"> • On Deputation from Government organizations (Central/ State/ PSUs) for a Period of 3 years.