



TERMS OF REFERENCE

Position – Research Associate

No of Positions: 1

Location: Chennai (Full-Time - Contract)

Background:

The DEIBi Initiative is a groundbreaking project that aims to revolutionize how organizations approach Diversity, Equity, Inclusion, and Belonging (DEIB). We are developing the DEIBi, a comprehensive assessment index designed to measure an organization's DE&I maturity and identify areas for improvement. By implementing the DEIBi Index, organizations can create a more diverse, equitable, and inclusive workplace environment, leading to increased employee engagement, innovation, and overall business success. MEPZ SEZ has more than 600 business units across Tamil Nadu employing more than 600,000 employees and DEIBi. The aspiration is to build a model which can be a benchmark for Tamil Nadu and India with SMART outcomes namely

- a) Build MEPZ SEZ as a model DEI employer
- b) Build a scalable model for use & adoption
- c) Influence and positively impact 25 million employees, their households & communities through inclusive practices.

Job brief:

We are seeking a passionate Research Associate to join our team and play a vital role in supporting the development, implementation, and analysis of the DEIBi Index. This is an exciting opportunity to contribute to a project that will have a significant impact on workplaces across Tamil Nadu and eventually at a national level.

Key Responsibilities

Data Collection and Analysis:

Assist in gathering data through surveys, interviews, and focus groups related to DE&I practices in organizations, with a specific focus on the Indian context.

Clean, organize, and analyze qualitative and quantitative data using statistical software like SPSS, R).

Prepare reports and visualizations to effectively communicate research findings.

DEIBi Index Development:

Conduct research on existing DE&I frameworks and assessment tools, with a focus on their applicability to the Indian context.

Assist in refining the DEIBi Index methodology and metrics to ensure its effectiveness.

Contribute to the creation of user guides and training materials for the DEIBi Index

Project Management:

Assist with project planning, scheduling, and budgeting activities.

Manage and maintain project documentation, including data collection instruments and research protocols.

Coordinate with the research team to ensure efficient project execution



DEIBi Awards Program

Assist in the rollout of the DEIBi Awards program, a recognition initiative to celebrate organizations demonstrating exceptional DE&I practices based on our DEIBi survey on process and outcome metrics.

Participate in the selection process for award nominees, following established criteria.

Prepare award nomination packages and liaise with potential nominees and be part of the overall awards ceremony as the program manager.

Dissemination and Outreach through Facilitation Centers:

Assist in preparing presentations and reports on the DEIBi Index for various stakeholders and support in developing resources at Facilitation Centers.

Assist in creating content for the facilitation centers and equip them to address the gaps of various business units.

Contribute to the development of outreach materials to promote the DEIBi Index to potential users in India.

Attend relevant conferences and workshops (when possible) to present research findings and network with other DE&I professionals.

Qualifications

Education and Experience

Master's degree in a social science field (e.g., Sociology, Psychology, Public Policy) or a related field, with a focus on diversity, equity, and inclusion.

1 - 3 years of relevant work experience.

Experience with quantitative and qualitative research methods, including data collection, analysis, and reporting.

Technical Skills and Expertise

Proficiency in statistical software (e.g., SPSS, R) and data visualization tools (e.g., Tableau, Excel).

Working knowledge of research ethics and best practices.

Core Competencies

Analytical Skills: Possess a strong ability to collect, organize, analyze, and interpret data, with a focus on drawing meaningful insights.

Communication Skills: Demonstrate excellent written and spoken communication skills, with the ability to effectively communicate complex research findings to diverse audiences.

Attention to Detail: Maintain a meticulous approach to research tasks, ensuring accuracy and adherence to research protocols.

Teamwork: Collaborate effectively with team members to achieve common goals.

Time Management: Manage time effectively to meet deadlines and deliver high-quality work.

Learning Agility: Demonstrate a commitment to continuous learning and a willingness to adapt to new research methods and technologies.

Age:

Not more than 45 years of age on the date of issue of the recruitment notice.



Remuneration and Duration of Engagement:

The Research Associate shall be appointed on a contractual basis for a period of one year extendable up to a maximum of three years or more with approval of competent authority. A gross monthly remuneration of Rs. 80,000 – Rs. 1,45,000 per month shall be offered to the selected Research Associate based on their past experience, previous pay, etc.

Application Process:

- Candidates may apply through email (Email ID: ddc2@mepz.gov.in).
- The subject of the email shall be "Application for [Name of the Post] / [Name of the Candidate]."
- There is no registration/application fee.
- The last date for receiving applications will be communicated separately.

Selection Process:

- Suitable candidates will be shortlisted from the total applications for a personal interview.
- Final selection will be based on the personal interview by the Selection Committee.