Advertisement for Recruiting
Chief Policy Adviser and Policy Fellows for
OPSA-Policy Analytics and Insights Unit (OPSA-PAIU)

About the OPSA- Policy Analytics and Insights Unit

The Office of Principal Scientific Adviser to the Government of India (OPSA) has set up the **Policy Analytics and Insights Unit** at Indian Institute of Science Bengaluru (IISc) to provide data analysis and policy support for its various initiatives: Prime Minister's Science, Technology, and Innovation Advisory Council (PM-STIAC), Empowered Technology Group (ETG), National Research Foundation (NRF), and international initiatives such as G20, United Nations Climate Change-Conference of Parties (COP), S&T matters of Quadrilateral Security Dialogue (QUAD), Indo-US initiative on Critical and Emerging Technologies (iCET) and Indo-EU Trade and Technology Council (TTC) etc.

OPSA-PAIU at IISc invites applications from highly skilled and motivated individuals for the following positions:

A. **Chief Policy Adviser (1)**
B. **Policy Fellows (3)**

A. **Chief Policy Adviser**

Position	**Chief Policy Adviser**
Number of openings	One (1)
Period	Initially for 1 year, which can be extended up to 3 years
Salary	Consolidated pay; INR 2,00,000 per month (minimum); actual salary will be commensurate with qualifications, expertise and experience.
Location	The position is based in IISc Bangalore with frequent travel to Delhi.
Application Deadline	**13 March, 2023**

Duties and Overview:

Chief Policy Adviser will be a senior position to drive the day-to-day operations of the Unit – managing the team of researchers and policy analysts. Provide overall coordination support and training to policy fellows. The Chief Policy Adviser will also be responsible for overall research projects and deliverables to the OPSA.

Key Responsibilities:

- Spearhead data-driven policy analysis and insights to support the OPSA with its immediate needs on various policy matters.
- Contributes to the establishment of an annual agenda on policy initiatives that align with the OPSA's strategy and framework.
- Build continuous in house capacity in policy analytics by training and establishing such expertise through research and capacity building activities.
- Collaborate with stakeholders from academic, industry, government, and international partners along with various ministries and departments of the Government of India, as well as provide insight on international initiatives such as G20, United Nations Climate Change -Conference of Parties (COP), S&T matters of Quadrilateral Security Dialogue (QUAD), Indo-US initiative on Critical and Emerging Technologies (iCET).
- Provide expertise in science and technology policy across initiatives of the OPSA.
- Provide policy insights and strategic program input to major research governance initiatives when needed.
- Provide quality science and tech policy advice for domestic as well as international stakeholders of the OPSA.

Requirements:
Essential Qualifications:

- Ph.D. in science, engineering, or social sciences (especially public policy, economics, and international relations)
- At least 6 years of experience in government, policy research, academia, think tanks or international organizations.
- Experience in the policy environment and managing a team.
- Ability to apply principles of designing program level initiatives or policy analysis and evaluation.
- Demonstrated expertise in conducting technology assessment, forecasting and foresight exercises.
- Experience in data-driven policy analysis and insights generation.
- Strong analytical and problem-solving skills
- Excellent communication and collaboration skills
- Applicant should be an Indian National.

Desirable Qualifications:

- Knowledge of management principles and ability to work in a multicultural environment.
- Experience in organizing, moderating and negotiating policy positions in international multilateral meetings.
- Institutional leadership capacity, high sense of objectivity, professional integrity, and diplomacy.

B. Policy Fellows (3)

Position	**Policy Fellow**
Number of openings	Three (3)
Period	Initially for 1 year, which can be extended up to 3 years
Salary	Consolidated pay; INR 75,000 per month (minimum); actual salary will be commensurate with qualifications, expertise and experience.
Location	The position is based in IISc Bangalore with frequent travel to Delhi.
Application Deadline	**13 March, 2023**

Duties and Overview:

Policy Fellows will be part of the team responsible for execution of various initiatives and projects taken up by the Unit. The fellows will work closely with the mission heads and project teams of initiatives of the OPSA, in terms of providing policy advisory and data-analytics support. We are particularly looking for policy professionals who have expertise and interest in areas such as open access policy, technology policy and governance, data policy, sustainability and science diplomacy.

Key Responsibilities:

- Conduct research and analysis on various policy issues related to science, technology, and innovation that aligns with the OPSA's policy strategy and framework.
- Collect, organize and analyze data using a variety of qualitative and quantitative research methods.
- Provide research inputs and collaboration support with stakeholders from various ministries and departments of the Government of India, as well as international initiatives.
- Support the development of reports, policy briefs, and presentations.
- Assist in organizing events and meetings related to ongoing projects and initiatives.
- Collaborate with team members on cross-functional projects.
- Stay up-to-date with relevant policy developments, research, and news.

Requirements:
Essential Qualifications:

- Bachelor's degree in engineering / technology or Master's degree in science / social science (especially public policy, economics, and international relations). Those who have specialization in technology policy, data science and related subjects are encouraged to apply.
- At least 3 years of experience in government, policy research, academia, think tanks or international organizations.
- Strong analytical and research skills
- Proficient in Microsoft Office Suite and data analysis tools
- Excellent written and oral communication skills
- Detail-oriented and highly organized
- Ability to work independently and as part of a team
- Interest in science, technology, and innovation policy
- Applicant should be an Indian National.

Desirable Qualifications:

- Ph.D. in science, engineering, or social sciences (especially public policy, economics, and international relations).
- Experience with advanced project management and analytics tools.
- Authored publications, reports and policy briefs in the S&T policy domain

How to Apply:
Your application package should contain the following:

- Your latest CV
- A document highlighting your fit with the role in terms of the essential and desirable qualifications mentioned above.
- A cover letter

Email your application package to **opsa.paiu@gmail.com** as **one pdf**
Please add the subject line - **'Application - *First Name_Position*'**
Application Deadline **- 5 pm on 13 March, 2023**

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