

Policy and Research Associate

Position: Policy and Research Associate

Organisation: All India Disaster Mitigation Institute (AIDMI)

Location: Ahmedabad, Gujarat, India

Job Type: Full-time

Application Deadline: November 20, 2026 – The interview process will be initiated upon receiving eligible applications.

A. About AIDMI

The All India Disaster Mitigation Institute (AIDMI) is a community-based action planning, research and policy support local organisation, working towards bridging the gap between policy, practice and research related to humanitarian action, disaster risk reduction and climate resilience. For more details, visit www.aidmi.org.

B. Position Overview

We are seeking a dynamic professional to join our team as a **Policy and Research Associate**, to contribute to AIDMI's programmatic work through research design and execution, translating evidence into policy insight briefs, drafting academic papers and strategic presentations. The Associate will also shape new programs that reflect strong strategic alignment between AIDMI's field evidence, donor and partner priorities, and the wider policy landscape.

The role sits at the point where field practice meets policy. It combines rigorous research, applied policy analysis and proposal development to support AIDMI's engagement with governments, NGOs, academic institutions and corporate partners, with a focus on climate resilience, extreme heat, MSMEs and vulnerability. We are looking for someone with relevant experience who can work independently, take initiative and brings fresh ideas.

This is a one-year contract, with extension based on performance and review. We encourage women, *Dalits*, people with disabilities, and minorities to apply.

C. Key Responsibilities

Research and Policy Analysis

- **Evidence Analysis:** Analyse programme outputs, outcomes and field data across projects to generate insights on what works, for whom and why. Analyse programme data using Excel, R and other analytical tools to produce evidence and actionable insights.
- **Policy Research:** Lead structured research on climate resilience, extreme heat, MSMEs, vulnerabilities and disaster risk reduction, including comparative national and global policy perspectives. Author policy briefs and analytical notes that turn field evidence into clear, actionable recommendations.
- **Academic Publications:** Draft and co-author academic papers, case studies and reports, and support them through to publication.
- **Project Support:** Support project activities as needed, including field engagement, stakeholder consultations, workshops and reporting.

Proposals and Strategy

- **Proposal Development:** Lead the drafting of research grant proposals and concept notes, ensuring each is clearly aligned with AIDMI's mission, programme evidence and funder priorities.

- **Strategic Presentations:** Develop presentations for government, NGO and CSR engagements.

Knowledge Products and Dissemination

- **Knowledge Synthesis:** Synthesise insights from multiple projects into cohesive narratives for external audiences. Translate field insights into structured advisory frameworks for government, NGO and corporate partners.
- **Learning Outputs:** Contribute to evaluation reports and internal learning documents that inform programme refinement and wider contextual implementation.
- **Dissemination:** Support webinars, workshops and other events that share AIDMI's findings.

D. Required Qualifications

- Master's degree in Economics, Public Policy, Development Studies, Environmental or Climate Studies, or a related field from an accredited university.
- 1–3 years of relevant experience in policy or academic research, programme evaluation or development consulting.
- A strong record of written work, such as policy briefs, research reports or academic publications.
- Strong analytical skills, quantitative and qualitative, and the ability to synthesise complex information into clear, actionable insights.
- Proficiency in Excel; familiarity with data analysis tools is an advantage.
- Excellent and time-bound written and verbal communication skills in English.
- Interest in climate policy, resilience and development practice.
- Willingness to travel for fieldwork as required.

E. Desired Experience

- Previous experience in the development sector, humanitarian work, disaster risk reduction or climate resilience.
- Experience contributing to grant proposals or concept notes.
- Peer-reviewed or other published research.
- Working knowledge of programming language for data analytics (e.g. R, Python, STATA, etc.)
- Working knowledge of Hindi and Gujarati.

F. Terms and Conditions

- The position is based in Ahmedabad, with travel to field locations as needed.
- Compensation will be competitive and commensurate with experience.
- The initial contract will be for one year and renewable based on performance.
- Must adhere to AIDMI's policies, including the PSEA policy.

G. Application Process

Interested candidates should submit their application using this link: <https://aidmi.org/application-form/>.

The full selection process will include suitable assessments and interviews. Please include:

1. Detailed CV
2. Cover letter (/Application Letter)
3. Two professional references
4. Writing sample, such as a policy brief, research paper or analytical report you have authored. This can be from your previous coursework, experience or personal initiatives.