

# Indian School of Public Policy

## **A. About ISPP** ([www.ispp.org.in](http://www.ispp.org.in))

Indian School of Public Policy, founded in October 2018, aims to democratise public policy in India. ISPP seeks to build capacities across Sarkaar, Bazaar and Samaaj (Government, Business, Civil Society and non-profits). The first cohort of scholars commenced the year-long post-graduate program in Public Policy, Design and Management, in August 2019. ISPP has now welcomed its fourth cohort in 2022.

**B. Campus:** Hauz Khas Enclave, New Delhi (near Hauz Khas metro station)

**C. Designation:** Learning Associate, Academics.

**D. Nature:** Full-time In-office position.

**E. Joining Date:** December, 2022.

**F. Number of Positions:** Two.

**G. Reporting Manager:** Academic Coordinator

## **H. Overview of the role and responsibility**

ISPP is seeking Learning Associates (LA) to support Faculty members in various courses, including Statistics, Game Theory, Economics, Law and Economics, Economics of Public Policy, Public Finance and Tableau/Power BI, among others. The LA will also be responsible for assisting the instructor in managing the course schedules, uploading readings, grading assignments, collecting scholar feedback, and managing overall coursework through a learning management system (LMS). The LA may also need to take office hours and/or seminar sessions to assist Scholars with their learning. The LA might also be required to provide support for various other ISPP programmes such as LokNeeti, Executive Education and Mission Karmayogi.

## **I. Prior experience and credentials**

- Must have a background in Public Policy/ Economics or related fields. A Master's degree is strongly preferred.
- Should be fluent in English and Hindi, other languages welcome.

- Knowledge of Game Theory, Quantitative Techniques and Tableau/Power BI is a major advantage.
- Should be proficient in data analysis.
- Demonstrated ability to think critically, prioritise tasks and meet deadlines.
- Previous experience in an academic setting is desirable.

## **J. Qualities desired**

- Must be comfortable working in a fast-paced academic setting.
- Must be comfortable making presentations and conducting seminar sessions.
- Should have a collaborative approach to dealing with Scholars and team members.
- Intellectual curiosity and commitment to learning.

## **K. Compensation**

- ₹ 7,20,000 per annum.

## **K. Reporting Manager:** Academic Coordinator

## **L. What we offer**

- An inclusive atmosphere of mutual respect.
- Mentorship and Guidance.
- Opportunities to conduct research.
- Plenty of opportunities to interact with top academics and policy experts.

## **M. How to apply**

Please complete the [Application Form](#), which requires:

- CV
- A 200 word note on how your quantitative and teaching skills make you the perfect candidate for the job. Also, do discuss which courses besides the quantitative ones (based on the website) would you be able to assist with i.e. hold office hours and seminars in and what experiences (educational or professional) convince you that you would be able to do so?
- Latest Transcripts

## **N. Process of selection**

- Online Assessments and writing assignments
- 2-3 rounds of interviews

**O. Deadline:** Rolling basis till the position is filled. We will start reviewing applications on November 24 2022.

If you have any queries regarding the position, please feel free to send an email to:  
[dhruva@ispp.org.in](mailto:dhruva@ispp.org.in)