Centre for Migration and Inclusive Development

PMC.XX/1229, Near Town Hall, Perumbavoor, Kerala, India

Job Description

Job Title: Research Officer

Location: Perumbavoor, Kerala with travel in South India

Department: Knowledge Management

Reports to: Director Knowledge Management

Supervises: None

Duration: One year (Renewable)

Grade: Officer

Level of Effort: Full Time

Category: Short Term Contract

About CMID

Centre for Migration and Inclusive Development (CMID) is one of the very few civil society organisations in India with a focus on internal migration. CMID focuses on social inclusion of migrant workers and advocates for and promotes evidence informed policies and programmes that nurture migrant inclusive development. Its work ranges from grassroots interventions to advocacy for policy change. NITI Aayog, Government of Jharkhand, International Labour Organization (ILO), United Nations Development Programme (UNDP), International Organization for Migration (IOM), National Health Mission, Aajeevika Bureau, Azim Premji Philanthropic Initiatives, Wipro Foundation, Dasra, Gram Vikas, ESAF, International Organisation for Migration and Development, Mangalore Refinery and Petrochemicals, Cochin Shipyard Limited, Bharat Petroleum Corporation Limited, etc. are some of CMID's recent collaborators. CMID prepared the policy document, the Road map for developing a policy framework for the inclusion of internal migrant workers in India, for the ILO. CMID has been one of the three lead NGOs that facilitated the Voluntary National Review (VNR 2025) of the SDGs in the thematic area of Migrants and the Urban Poor with the NITI Aayog, IOM, UN Habitat and UNODC. CMID's mobile medical units, Bandhu Clinics, are listed by the WHO as one of the 140 global experiences promoting refugee and migrant health. CMID is a partner of IIMAD in a project supported by the UNFPA understanding labour migration to Southern India.

Position Purpose

The Research Officer will support the Director Knowledge Management in the research, monitoring and evaluation functions of CMID. He/she will lead on the ground research and documentation activities of CMID. The roles include development of concept notes/proposals, preparation of data collection tools/software, preparation of databases, undertaking analysis of data and the preparation of the reports,

human interest stories, policy briefs. He/she should be willing to travel extensively in southern India. Last date for application is January 05, 2026.

Duties and Responsibilities

- Support the Director in the knowledge management function
- Undertake desk research and secondary data analysis
- Prepare research tools/software using web/mobile based applications
- Support training and mentoring of field staff
- Undertake quantitative and qualitative primary research and data analysis
- Preparation and dissemination of technical papers, case studies, human interest stories and other relevant documents
- Analysis of programme and research data and development of dashboards and reports
- Prepare the periodic reports/MIS to various donors and other stakeholders
- Undertake other relevant tasks as assigned by the supervisor

Qualification and Experience

PhD/MPhil in Social Sciences with at least one year of experience in qualitative and quantitative research. Candidates with post-graduation and relevance experience will also be considered. The candidate should be well-versed in at least one each of the qualitative and quantitative research and data analysis software. He/she would also be an expert in web/app based data collection. Candidates with prior experience in conducting scoping reviews will be preferred. Experience in thematic areas of gender and labour migration research is desirable. A thorough understanding of labour migration related issues in India will be an added advantage. Knowledge of Hindi and one other major language spoken by migrants, such as Bengali, Assamese, Odia, Tamil, etc. is desirable. The person should possess good skills in data analysis and preparation of research reports.

Skills and abilities

- Attention to details
- Excellent skills in communication and interviewing
- Skill of systematic literature review using database (Google Scholar, JSTOR, PubMed, Scopus etc.) and advanced search strategies
- Well-versed in qualitative and quantitative software for data analysis
- Good writing skills in English
- Good documentation skills
- Competent in using Microsoft Office
- Knowledge of Hindi
- Good team player
- Willingness to travel extensively