

RECRUITMENT NOTICE: RESEARCH EXECUTIVE

VANARAI is a 40-year-old NGO founded by PadmaVibhushan Dr. Mohan Dharia working for environment conservation and sustainable rural development. We are looking for dedicated individuals to join our team for the following position:

Location: Pune Office + Frequently Travel on Project Sites

About the Role: To lead research, impact assessment, documentation, and communication for our development projects. The role combines field research and data analysis with strong writing, storytelling, and design skills to capture and communicate project impact.

Key Responsibilities

- Design and conduct baseline, endline, and impact assessment studies using qualitative and quantitative research methods (surveys, FGDs, KIIs, interviews)
- Conduct primary and secondary research, including desk research using government data, reports, and publications
- Collect, clean, validate, and analyse field data; use Excel (formulas, pivot tables, charts) for data summaries and visualization
- Identify, research, and write compelling case studies, success stories, and impact stories connecting beneficiary experiences to measurable outcomes
- Develop content for social media, LinkedIn, newsletters, annual/CSR reports, and organizational websites
- Capture and organize field photographs and basic videos/reels; design creatives, infographics, and presentations using Canva/PowerPoint
- Maintain a well-organized knowledge repository of research, reports, case studies, and project evidence
- Coordinate with Watershed, Agriculture, Social, and Project Management teams to gather information for research and content

Required Qualifications & Experience

- MSW / MA Sociology / Rural Development / Development Studies / Economics / Statistics / Mass Communication / Journalism / Agricultural Engineering or relevant field
- 2-3 years of experience in research, documentation, impact study in the development sector
- Strong written English; working knowledge of Marathi
- Strong Excel skills; working knowledge of Canva and basic graphic design
- Willingness to travel regularly to rural/project locations

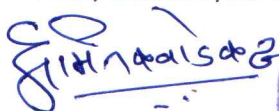
Preferred Skills

- Understanding of Theory of Change, Logical Framework (LFA).
- Experience with survey tools (KoboToolbox/Epicollect/Google Forms) and basic statistical tools.
- Photography/videography skills and basic video editing
- Knowledge of Adobe tools (Photoshop/Illustrator/InDesign) & Canva.

Other Requirements

- High attention to detail, fact-checking discipline, and responsible handling of beneficiary data
- Strong time-management skills to handle multiple studies, reports, and content deliverables simultaneously

Kindly mention your current & expected CTC & share your updated resume on: career@vanarai.org



Amit Wadekar
Secretary



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