

## **Job Description**

### Research and Policy Assistant

Nepal faces the dual challenge of rapidly improving living standards—through sustained economic growth and expanded access to reliable and affordable energy—while simultaneously reducing pollution for a cleaner and healthier environment. EPIC researchers work hand-in-hand with government and industry partners to identify innovative ideas, pilot them on the ground, and rigorously measure outcomes.

EPIC's Air Quality Life Index (AQLI) will be leading activities to engage various stakeholders in air pollution efforts in Kathmandu and Nepal more broadly. This work will include, but is not limited to, holding in-person or virtual events, creating policy-relevant, publicly-digestible resources, and engaging with a wide variety of research, public health, environmental, energy, civil society, and private and public partners,

### **Position Description**

EPIC is seeking a full-time Research and Policy Assistant to work directly with leading practitioners in the energy and environment community, policy researchers affiliated with EPIC and senior government officials involved in energy and environmental issues in Nepal. The position will work most closely with the AQLI Team at EPIC.

The ideal candidate could have multiple types of backgrounds, but must possess a mix of analytical, interpersonal & communications skills and is passionate about working with cross-functional groups to drive large-scale impact in energy and environment sector.

### **Job Details**

#### **Research and Implementation**

- Overseeing implementation of projects in association with our partner organizations
- Managing day-to-day research and implementation monitoring activities, from planning to implementation, and monitoring quality, interviewing stakeholders etc.
- Regular travel to field to monitor and assess the progress in field work, including supervision of the field staff during surveys and quality checks (if needed)
- Assisting with data collection and synthesis, cleaning, preliminary data analysis, and preparation of documents and presentations for dissemination

#### **Stakeholder Engagement:**

- Support the principal investigators, research manager and other EPIC senior leaders in maintaining strong relationships with participating partner organizations, government agencies, and other relevant stakeholders. This can include assisting in and planning in-person and virtual events to engage stakeholder.
- Engage with relevant officials on different aspects of the project, and to facilitate data access and management between the involved parties
- Develop and disseminate necessary project materials and collaterals targeting a wide range of actors such as policymakers and academic researchers and with a Nepal-specific context

Any other related tasks on an as needed basis, including (but not limited to) desk/literature survey and support in preparation of meetings and presentations for developing new partnerships, as assigned by EPIC's senior leadership or (Senior) Research Manager.

### **Required Qualifications**

- A master's degree in Economics, Public Policy, Environment Policy or Science or another related field. OR, if candidate has a Bachelors degree in the related field, at least two years of work experience
- Strong demonstrated interest in the development sector, field of air pollution, or environmental policy
- Good data management, cleaning, and analysis skills
- An "all hands on deck" attitude – a willingness to engage in a variety of substantive and logistical tasks to achieve larger project goals

### **Preferred Qualifications**

- Fluent in both English and Nepali
- Knowledge of data analysis software is preferred (e.g. R, javascript, or python) and desire to work on open-source environment on GitHub
- Demonstrated ability to manage high-level relationships with partner organizations, especially from a Nepali context
- Demonstrated interest in energy or environment policy, especially from a Nepali context

### **Behavioral Requirements**

- Excellent management and organizational skills along with strong quantitative skills
- Flexible, self-motivating, able to manage multiple tasks efficiently, and a team player
- Strong communication, and presentation skills

Candidates must have work authorization to work in Nepal and be willing to be based in Kathmandu, Nepal.

Required Documents:

CV  
Cover Letter  
Writing Sample  
References (3)

To apply, please email the required documents to both [Samuel Ori sori@uchicago.edu](mailto:Samuel Ori sori@uchicago.edu) and [Christa Hasenkopf chasenkopf@uchicago.edu](mailto:Christa Hasenkopf chasenkopf@uchicago.edu).