



VACANCY ANNOUNCEMENT

1. **POSITION:** Research Assistant
2. **EDUCATION:** Masters degree in any Social Science Discipline **OR** Bachelor degree in Social Science with good publication track record
3. **EXPERIENCE**
 - Experience in running or assisting in the management of research programmes
 - Experience in running or assisting in the management of training programmes
 - Experience in undertaking research projects independently
 - Good writing and communication skills (in English)
 - Computer literate - word processing
 - Ability to work in a multi-disciplinary team environment
 - Ability to undertake assignments with minimum supervision
 - Ability to undertake various assignments simultaneously
 - Work experience in NGO or research environment is an added benefit
4. **DUTIES AND RESPONSIBILITIES**
 - Assist in coordinating research grant competitions starting from the announcement right up to the collection of the grantees final research report at the end of the individual grant period
 - Assist in pre-screening the research proposal for programmes
 - Assist in communicating winners of the research competition in the respective programmes
 - Assist in organising meetings, seminars and conferences within the research unit
 - Assist in following up on research results and fund provision to researchers
 - Assist in coordinating training workshops
 - Take part in various research projects
 - Prepare regular reports and briefing notes on projects and assignments to research coordinators
 - Liaise with all Units for the proper functioning of the Directorate of Research, Capacity Building and Consultancy
 - Undertake any other related activities that may be assigned by the research coordinators and the Director of Research, Capacity Building and Consultancy
5. **REMUNERATION:** The Organization offers competitive and attractive remuneration package commensurate with the candidate's qualifications and relevant work experiences.

Application Deadline: all applications and supporting documents should **be submitted by 27 June 2008.**

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED!