



URGENT EMPLOYMENT VACANCY

CDRI—Cambodia’s leading independent development policy research institute working to support capacity development within selected government and civil society institutions, is seeking qualified Cambodian national researcher for the **Research Assistant** position in the CDRI’s China Studies Centre.

Main responsibilities:

- Conduct field visits, organise engagement and deployment of enumerators and data entry and evaluate quantitative and qualitative data as specified by team leaders.
- Assist in preparing reports including monthly research update, quarterly research update, six-month and annual reports.
- Provide inputs during the research design and contribute to literature review and report writing.
- Assist in the formulation of programme strategies, action plan and budget.
- Provide administration and finance service, keep centre records.
- Support effective communication, knowledge building and knowledge sharing, and collaboration of tasks and mobilisation of resources.
- Assist and facilitate regular preparation of reports, proposals and research work.

Minimum Qualifications:

- University degree in social science, public administration, sociology, economics or a related field of study.
- One to two years of relevant research and administrative experience is desirable.
- Experience in the usage of computer and office software packages (MS Word, Excel, etc.)
- Understanding of socioeconomic and political issues in Cambodia
- Strong organisational and communication skills
- Good knowledge in English (**Chinese** is preferred) and Khmer writing skills.

For further details about this post and CDRI, please refer to the CDRI website: <http://www.cdri.org.kh>. Application letter, detailed CV and list of three professional referees (names, post and e-mail addresses and telephone numbers) must be received by the HR and Administration Unit, CDRI, P.O. Box 622, Phnom Penh Cambodia, or e-mail: hr@cdri.org.kh by **16 October 2018**.

*Female candidates are encouraged to apply.
Only short-listed candidates will be notified.*