

# **CAMBODIA DEVELOPMENT RESOURCE INSTITUTE (CDRI)**

Cambodia's leading independent development policy research institute

## **JOB DESCRIPTION**

**POSITION TITLE:** RESEARCH FELLOW

**PROGRAMME:** RESEARCH

**RESPONSIBLE TO:** RESEARCH COORDINATOR

**RESPONSIBLE FOR:**

### **POSITION SUMMARY**

The Research Fellow will participate in project planning, budgeting, and leading the design and development of research methodology and projects. Leading or taking part to identify and review relevant literature; lead the implementation field work, and the processing of data entry. Leading and/or taking part in the analysis and writing of research reports, checking, proofreading, and providing suggestions in relation to translations of English publications.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Participating in project planning, budget, and staffing; leading the design and development of research projects.
2. Leading or taking part in identifying and reviewing relevant literature.
3. Leading the implementation of field work, and the process of data entry, cleaning, and processing, and leading and/or taking part in the analysis and writing of research reports.
4. Taking ownership and responsibility for the dissemination of research findings
5. Checking, proofreading, and providing suggestions in relation to translations of English publications.
6. Taking part in networking, consulting, and partnership building with government counterparts, NGOs, donor agencies and other research institutions in and outside Cambodia.
7. Directing and organizing research activities to ensure the work progress on schedule and within budget.
8. Consulting with the Research Coordinator on possible capacity building needs and reporting to the Research Manager on a monthly basis on activities done.
9. Participating in coaching and mentoring research assistants; and seeking guidance from expert research advisers as appropriate
10. Provide technical input on methodology and conceptualisation

11. Provide specific comments on initial working draft prepared by research associates / assistants.
12. Be involved in cross-discipline interaction with other programmes
13. Seek guidance from expert research advisers as appropriate
14. Be involved in consultation process with research director
15. Be involved in promoting collaboration with external stakeholders and institutions

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Conceptual and analytical skills; ability to plan effectively, set goals and meet deadlines.
- At least three years' work experience in research-related projects.
- Proven track record of policy-oriented social development – health, education, social science or related research.
- Expertise in quantitative/qualitative research and research methodology.
- Experience with public health, education, or related fields in developing countries.
- Field experience in transferring technical skills and knowledge to national counterparts.
- Understanding of and sensitivity to gender issues, sound prior knowledge of Cambodia would be an asset.

### **QUALIFICATION AND MINIMUM RECRUITMENT STANDARDS:**

- Post graduate degree in related fields relevant to areas of research at CDRI (PhD preferred).
- Proven track record of policy-oriented, socio-economic research; economic analysis of social development issues;
- A sound analytical grasp of social development issues affecting Cambodia and the region;
- Demonstrated management ability, strong organizational skills, and experience working with and motivating a team;
- Strong communication skills, experience in mentoring, and commitment to professional development of researchers;
- Excellent English Khmer communication skills, oral and written

### **WORK RELATIONSHIPS:**

The Research Fellow will effectively work and efficiently collaborate with other researchers to carry out any joint research project(s), dissemination of the findings and capacity building activities; increasing awareness and policy recommendations about issues of natural resource management, rural livelihoods, and sustainable development.

**APPLICATION OF GUIDELINES:**

Office procedures and practices, manual related to equipment. Assignments normally require interpretation of established guidelines and practices. Activities not covered by established guidelines require initiative and independent judgment.

**SUPERVISION EXERCISED AND GUIDANCE GIVEN:**

Provide guidance to other staff members.

This job description may need to be changed over time, but any changes necessary will be agreed between the employee and employer.

Acknowledged by: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_