



EMPLOYMENT VACANCY

Research Assistant (Centre for Education Research and Innovation)

CDRI—Cambodia’s leading independent development policy research institute, working to support capacity development within selected government and civil society institutions—is seeking qualified applicants for the position of **Research Assistant** to be based in the Centre for Education Research and Innovation of CDRI.

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 and facilitate regular preparation of reports and proposals;
- Perform research data cleaning, input and processing;
- Prepare outputs and write up interview notes, meeting minutes, and facilitate general administrative support to the research team;
- 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.

Qualifications:

- Bachelor degree (Master Degree is an advantage) in education, social sciences, or a related field;
- 1 - 2 years of relevant research and administrative experience is desirable;
- Some understanding of quantitative/qualitative research methods;
- Some experiences with data analysis and visualization;
- Keen interest in social research related to education;
- Good communication skills in Khmer and English, both oral and written;
- Strong organisational and administrative skills;
- Ability to multi-task and work under pressure;
- Willingness to learn and to carry out fieldwork involving in-country travel to rural areas.

Benefits:

- Gross salary with package of benefits include but not limited to pension fund, medical allowance, accidental insurance, and National Social Security Fund for health and accident;
- Hands-on experiences on operation of research projects, budget planning and monitoring, as well as workshop/training preparation and management;
- Opportunities to access to workshops and capacity building activities either offered by CDRI or relevant partners;
- A stepping stone to build research knowledge and scientific skills that are important for successful completion of Master’s thesis and Doctoral Dissertation;
- Opportunities to share authorship in research publications and perform scholarly activities like presentation in academic conferences.

For further details about these posts and CDRI, please refer to the CDRI web site: <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 **8 January 2020**.

Only short-listed candidates will be notified