

Vacancy Announcement

Research Officer

Southasia Institute of Advanced Studies (SIAS), a Kathmandu based research institute is looking for a highly motivated full time **Research Officer** with the following key job responsibilities.

Major Responsibilities	<ul style="list-style-type: none">• Conduct qualitative field work• Write and compile detailed field notes• Transcribe field interviews and discussions• Contribute in analysis and write up from the field data• Archive and manage project related data• Organize meetings at different levels and documentation of the meeting discussion• Carry out basic project communications• Review relevant literatures and archive media for research purpose
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Duration and duty station	<ul style="list-style-type: none">• It is a Kathmandu based position with frequent field visits. The position is for 2 years, with initial 6 months of probation period.
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Qualifications and skills	<ul style="list-style-type: none">• Masters degree in social science related disciplines (development studies, geography, anthropology, environmental science and others)• Proven research skills (qualitative data collection, organisation and analysis of qualitative & quantitative data)• Field work and documentation skills• Good command in MS Office (Word, Excel, PowerPoint and Outlook)• Excellent writing, communication and interpersonal skills• Capable to conduct longer field works in remote villages• High level of motivation and commitment to high quality research
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Candidates with interest to pursue career in research and with some level of prior research experience will be preferred

Salary	<ul style="list-style-type: none">• Salary will be commensurate with experience and proven track records
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To apply	Please e-mail your updated CV and a cover letter by outlining your (a) capacity, (b) reasons for applying for this job, and (c) expected salary by 19 February 2021 to sias-info@sias-southasia.org
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We are an equal opportunity employer and maintain workforce diversity. Only short-listed candidates will be contacted for practical assessment and interview. Telephone inquiries will not be entertained and may lead to disqualification of the candidate.