



Research Coordinator

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Sept. 26, 2016, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required

Other Specification

We are looking for someone who is proactive and a self-starter, keen to learn about an exciting area of development programming.

Key requirements include:

- Minimum three years relevant work experience with demonstrated ability in research coordination in development projects
 - Strong research and analysis backgrounds/skills
 - Demonstrated experience in managing events/- workshops and Focus Group Discussions with diverse participants including Government and Private sector;
 - Good interpersonal and communication skills
 - Good writing skills in both English and Nepali languages
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Job Description

The Research Coordinator will support the activities of the Economic Policy Incubator (EPI)'s ongoing pilot projects. They will support research, analysis and consultation activities by national and international experts, and will support the planning and management of key events. This position is a full time for the duration of the program, i.e. up-to 31 March, 2020 and the research coordinator will report to the Deputy Team Leader being a full-time role for the duration of the program. This will be a full-time role, for the duration of The Economic Policy Incubator programme (4 years).

The key tasks Key responsibilities: will include:

- Developing and refining Terms of Reference for assignments by short-term technical experts
- Providing written inputs and research support to emerging project proposals
- Supporting the drafting and development of Memorandums of Understanding with different partner organizations
- Managing records and documents for each pilot project
- Support for arranging and conducting meetings and workshops, including logistical support as well as preparing notes and/or minutes
- Inputs to drafting progress reports, in collaboration with the M&E Manager
- Liaising with and collecting documents, resources, and reference materials from various government agencies
- Support for tracking and recording meetings, and maintaining the AiN stakeholders database
- Liaising between the technical Team and Operations on admin and finance matters related to the projects

TO APPLY:

Please send in your CV along with cover letter via email to with mention of "VN1766" in subject line to applications@thepalladiumgroup.com by **26th September 2016**.

Applications without the mention of 'VN1766' in subject line will not be entertained.

Only Short listed candidates will be communicated called for further selection process.
Palladium is an equal opportunities employer.

Applying Procedure

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