



Research Coordinator

- **Vacancy for:** 1
- **Posted on:** March 26, 2018
- **Deadline:** April 6, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Research and Development
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

Job Specification

Experience Required : Not Required

Job Description

The Research Coordinator will support the activities of the 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 will report to the Deputy Team Leader being a full-time role.

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 organisations
- 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 AiiN stakeholders database
- Liaising between the technical Team and Operations on admin and finance matters related to the projects

Key Requirements include:

- Master's degree in economics, public policy, business administration or related field
 - 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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Applying Procedure

Interested and qualified candidates are requested to send their CV along with cover letter via email to career.palladiumnepal@gmail.com by **6th April 2018**. Applications without the subject line will not be entertained.

Only Shortlisted candidates will be communicated for further selection process.

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