

	SESRIC JOB DESCRIPTION FORM <i>“Cooperation for Development”</i>		
	Title	Research Assistant	Class
Department	Economic and Social Research Department (RD)	Immediate Supervisor	Director of Economic and Social Research Department
Staff Type	Contractual	Position	Full-time
Location	Ankara, Turkey	Application Deadline	11 September 2017

Job description/duties and responsibilities

Job Description Summary

The Research Assistant will join the research team at the Economic and Social Research Department and work together with the team through contributing to the research process of preparing technical background reports and studies on various socio-economic developmental issues of interest to the OIC member countries, such as agriculture and water resources, poverty alleviation and rural development, finance (both conventional and Islamic aspects), trade, transportation, tourism, labour, environment, health, education, gender and family values, youth, children and people with special needs, humanitarian and refugees issues and other social and economic issues which are related to SESRIC mandates. S/he is also responsible for supporting the staff members of the Department by assisting in gathering data and compiling various reports; conducting projects and assignments; Carrying out daily routine office work; corresponding with internal/external stakeholders; and the maintenance of departmental files and databases/rosters.

Main Responsibilities and Duties

- Provide support in preparation of reports on basic economic and social issues, trends and developments; and perform other duties as assigned,

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- Contribute to design and content of annual and semi-annual reports, technical background reports and studies on a wide-range of socio-economic issues at the agenda of the OIC relevant conferences and meetings
 - Collect and analyse statistical data and information from a wide variety of sources to evaluate past and present economic and social performance trends in OIC countries, other regional groups and globally,
 - Develop policy recommendations based on research evidence,
 - Attend meetings and conferences held by OIC and other national, regional and international institutions to present SESRIC research results and policy recommendations and answer relevant question and queries,
 - Perform other duties as assigned.

Job Requirements

Educational Requirements

Bachelor (Master's degree an advantage) in economics (development and finance is preferred) or social sciences (sociology is preferred) or any other relevant discipline relevant to the mandate of SESRIC. In event that a candidate has 2-3 years of relevant vocational experience in any international setting, a different discipline may be considered. Knowledge and experience of both qualitative and quantitative socio-economic research methods and familiarity with interdisciplinary research methodologies and conceptual frameworks is also required.

Language requirements

High fluency in oral and written English. Fluency in other OIC official languages (Arabic or French) is an asset.

Job Experience

- 2 years of relevant vocational experience. Previous work experience on policy-oriented socio-economic research (preferably on Muslim countries and/or regions) and familiarity with the mission and work of the OIC is an advantage.
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Other Requirements

- Experience in quantitative analysis through handling large datasets using various socio-economic research software programmes, such as SPSS, STATA, Minitab or MATLAB
- Advanced Microsoft Excel skills and track record of demonstrable analytical and data visualization skills
- Ability to work under pressing deadlines on multiple projects simultaneously
- Establish effective cross-cultural communication with both internal and external stakeholders
- Act as a true role model through words, behaviours and actions
- Adhere to produce high-quality work and demonstrate high-performance
- Work in enthusiastic manner with his/her colleagues and immediate supervisor
- Realize and embrace the vision and the broader goals of the Centre and OIC

General Requirement

- To be a Muslim national of the member countries

Key Personal Attributes

- Self-Starter: Ability to independently investigate development, economic and social policy issues, taking them to logical conclusions and assessing their impact on OIC countries
- Team Work: Ability to work cooperatively and collaboratively with SESRIC research team and to be prepared to be flexible in approach in order to achieve a common goal. Ability of sharing of ideas, expertise and experience with others
- Communication: Strong verbal and written communication skills and the ability to explain various economic and social concepts to non-expert audiences simply and succinctly
- Work under Pressure: Ability to meet multiple deadlines in a fast-paced work environment and react positively under pressure

HOW TO APPLY

Applicants are kindly requested to send a cover letter or statement and a detailed curriculum vitae including information on their experience and previous work record to hr@sesric.org until Monday 11th September 2017 at latest. Applications received after this deadline will not be accepted. Only short-listed candidates will be contacted. The subject line of the e-mail should include "Job Opportunities for Research Assistant".

E-mail for Applications: hr@sesric.org