

We're Hiring: Research Coordinator

Brief job description:

The Research Coordinator (RC) performs tasks under the direct supervision and reports to the Campaign and Research Manager in the delivery of research related activities of the KlaHaan Organization. The RC is bound by KlaHaan's code of conduct, the office rules and regulations and shows strong commitment to the values of the organization.

The RC is responsible for coordinating research related activities, and is also responsible for the project management and delivery of a number of projects throughout the year. The RC reports to and is supervised by the Campaign and Research Manager. The RC provides support as needed to the Executive Director, the Campaign & Research Intern and the Campaign & Research Officer.

This is a full time position, working from our office in central Phnom Penh. Salary is 700 USD per month, plus health insurance.

Reports to:

- Executive Director and Research & Campaign Manager

Key tasks and responsibilities:

- Lead and coordinate the Feminist Participatory Action Research (FPAR) project undertaken issues affecting women and girls in Cambodia.
- Train and support action researchers (ARs) in research design, doing thematic data analysis, including coding the data and structuring themes and report write-up
- Deliver training to civil society allies on how to apply FPAR .
- Develop and coordinate organization's mini-research projects on issues affecting women and girls
- Develop feminist research toolkits/guides, policy briefs/blogs and advocacy reports for treaty body processes (e.g. CEDAW monitoring/shadow report).
- Develop plans and materials for research findings dissemination such as short video animations, panel discussions, webinar, and community information-sharing sessions.
- Support the Executive Director (ED) with developing training materials, and presentations where related to research and feminist issues and delivering lectures, training and events to external audiences (schools, youth groups, etc).
- Support ED with research-related training to allies; attend meetings/events/panel discussions with relevant key stakeholders as both participant and speaker.
- Support with institutional fundraising, monitoring and evaluation and annual report write-up.

Selection criteria:

Essential:

- 3 years of experience working in women's rights or human rights in Cambodia.
- Degree in Social Sciences, International Relations, Gender Studies, or a related field.
- Excellent written and verbal communication skills in Khmer and English.
- Experience conducting/coordinating research projects applying a feminist or rights-based lens.
- Knowledge of Cambodia's context in relation to gender equality, human rights, and social justice issues in Cambodia.
- Commitment to principles of trans-inclusive gender equality and social justice
- Ability to work independently and in teams, with strong project management capabilities.
- Enthusiasm and a strong initiative and willingness to learn new things

Desirable:

- Experience conducting research using feminist participatory methods
- Experience in qualitative and quantitative research methods.

To apply:

- Send your CV and a cover letter to info@klahaan.org by 5pm on Sat, November 30 2024.
- Please detail in the cover letter why you are passionate about this opportunity and how you meet the selection criteria.