JOIN OUR TEAM
Terms of Reference (TORs)

Job Title: Project Coordinator & Researcher
Employer: The Centre for Sustainable Peace and Democratic Development (SeeD)
Duty station: B. Khmelnytskoho Str, 17/52, office E05, Kyiv, 01030, Ukraine
Duration: April – June 2020 (Subject to extension after 3 months trial period)
Contract Status: Full-time
Monthly Rates: 1,600 – 2,000 EUR
Reports to: Ukraine Programme Lead and Head of Programmes and Field Operations

General Summary

Project Coordinator & Researcher will join SeeD's Ukraine team in Kyiv and will support implementation of the organisations research projects using Social Cohesion and Reconciliation Index (SCORE) in partnership different international peace and development agencies including but not limited to USAID, UNDP, UNICEF and the EU. Project Coordinator & Researcher should have strong familiarity with research driven projects and processes that relate to social cohesion, peacebuilding and development. Main responsibilities will include **research design** (e.g. questionnaire design), **data interpretation** (e.g. reading and contextualising analyses outputs), conducting **qualitative research** (e.g. focus groups, literature reviews), production of **analytical outputs** (e.g. policy briefs, presentations, infographics), **communication of research** findings to a wide range of stakeholders (e.g. workshops, panels, public events). Ukraine Project Coordinator & Researcher will primarily be responsible for SeeD's socio-economic and civic resilience assessment project focusing on the Azov Sea Area but will also contribute to other research projects to expand his/her learning and integration within the team and thus, he/she is expected to take an active role in the design and implementation of new project opportunities as they present themselves and as distributed by his/her supervisors.

Duties and responsibilities:
- Develop a strong understanding and knowledge of the SeeD methodology, and SeeD's Ukraine research processes, findings and datasets;
- Coordinate and undertake tasks to ensure smooth and successful implementation of SeeD's socio-economic and civic assessment project in the Azov Sea Area in collaboration with the relevant team members, partners, donors and project leads in Ukraine and elsewhere;
- Conceptualize, design, implement research processes as per partners' needs, report about implementation stages and findings back to the partner, contribute to the coordination and implementation of project deliverables and activities such as reflection group meetings, participatory dialogue meetings, public outreach events and the like;
- Conduct literature reviews and content analysis of secondary sources and policy documents relevant each projects' research framework;
- Work closely with SeeD Operations and Data Teams to shape and guide data analysis as per stakeholders needs and governed by contextual demands of the country;
- Work closely with SeeD Ukraine Team to understand and interpret research findings and their policy implications in order to elicit key messages for different audiences;
- Work closely with SeeD Ukraine Team to understand the partner and donor needs and priorities in Ukraine and develop evidence-based products and outputs tailored to these needs and priorities (e.g. such as policy reports, visuals, graphs, infographics, social media posts and updates), and contribute to stakeholder engagement efforts in Ukraine (e.g. organisation of events, meetings and consultations with key political and societal stakeholders);
- Build and maintain a network of donor organisations and funders committed to supporting SCORE and the work SeeD in Ukraine.

Essential qualifications and competencies:
- Degree in economics, sociology, psychology, political science, international relations, development studies or other relevant field;
- Solid understanding of and interest in socio-political context of Ukraine;
- Demonstrable knowledge and experience of research methods, research design and implementation of interdisciplinary research;
- Good sense and understanding of audience empathy and communicating research and academic content;
- Solid experience in giving public presentations, interviews and facilitation of workshops, panels and/or focus groups;
- Demonstrable experience in coordinating or managing donor funded projects, NGO initiatives and/or research projects particularly in peacebuilding, humanitarian work, development, reconciliation, mediation and similar;
- Demonstrable experience in communicating and visualising analyses outputs in accessible and high-quality visuals as policy briefs, articles, op-eds, presentations, infographics, online content;
- Excellent writing and communication skills in Ukrainian, English (IELTS 7.0 or equivalent), Russian;
- Good knowledge of common software programs (e.g. Excel, PowerPoint, Adobe Acrobat etc.)
- Strong organization and prioritization skills;
- Strong sense of responsibility, professionalism and thoroughness.

Desirable qualifications and competencies:
- Postgraduate degree in a relevant field (e.g. MA, MSc, Mphil, PhD);
- Good sense of humour and enthusiasm for SeeD's work;
- Knowledge of statistics programmes such as SPSS, STATA, Python, R and content analysis methods and qualitative data analysis programmes such as NVivo will be an advantage.

How to apply:
The applications should be sent to recruitment@seedsofpeace.eu by Sunday, 12th April 2020 17:00 (Ukraine time/GMT+2) in ENGLISH. The application package should include:
- Full CV;
- 2 reference letters **and** referee contact details;
- Motivation letter (1 page that describes the candidate's motivation and suitability for the position);
Incomplete application packages will not be considered.

Evaluation process:
1. Administrative check & Evaluation of application package
2. Written competency test
3. First interview for short-listed candidates
4. Second interview for short-listed candidates (if needed)