

Centre for Sustainable Peace and Democratic Development – SeeD



Position Title: Research & Project Coordinator

Location: Preferably Baghdad, or based in cities with ease of travel to Baghdad (e.g., Amman, Beirut, Cairo, Erbil)

Languages: English (essential), Arabic (essential); Kurdish (desirable)

Duration: 6 months with a potential to renew annually

Level of Effort (LoE): 50%–100% depending on expertise and availability

Start Date: 7 July 2025

Application Deadline: Applications will be reviewed on a rolling basis until 30th June 2025

Remuneration: 1,700 EUR to 2,500 EUR, pro rata consultancy agreement based on minimum 50% LoE

Background

The SeeD Research Centre for Sustainable Peace and Democratic Development is a research organisation that works with international development organisations, governments and civil society leaders to design and implement people-centered and evidence-based strategies for promoting peaceful, inclusive and resilient societies. Working in Europe, the Middle East, Africa and Asia, SeeD provides policy recommendations for social transformation, rooted in citizen engagement strategies and an empirical understanding of the behaviours of individuals, groups and communities. More information about the organisation and its activities can be found at: www.seedsofpeace.eu, https://api.scoreforpeace.org/storage/pdfs/DOC_SeeD_Experties-and-Competencies_Revised.pdf

The SCORE (Social Cohesion and Reconciliation) initiative is preparing for a new soft pipeline project in Iraq. The position aims to support the project's design, implementation, and strategic engagement phases with strong local contextual understanding and stakeholder networks.

Scope of Work

The consultant will:

- Lead and support SCORE-related activities across all project stages
- Coordinate with local stakeholders and authorities
- Conduct or supervise research activities including qualitative and quantitative data collection
- Contribute to dissemination and strategic engagement efforts
- Support logistical planning and communication with local partners

Profile Requirements

Essential:

- ✧ A degree in political science, international relations, development studies, law or economics. Graduates of other relevant fields are also encouraged to apply;
- ✧ Fluent in Arabic
- ✧ Strong local knowledge and existing professional networks in Iraq
- ✧ Demonstrated stakeholder engagement or 'fixing' experience
- ✧ Excellent written and verbal communication skills in English (IELTS 7.0 or equivalent)
- ✧ Minimum 3 years of demonstrable experience in project management, including project design and planning, activity implementation, monitoring, report writing, etc.;
- ✧ Experience in research coordination, community engagement, or policy-relevant project implementation
- ✧ Solid understanding and knowledge of:
 - Different qualitative and quantitative research methodologies, processes and production of analytical outputs;
 - Peacebuilding, and conflict resolution theories and practice;
 - Different international peacebuilding and development actors and their global and country priorities (e.g. UN agencies, USAID, World Bank);

Desirable:

- ✧ Kurdish language skills
- ✧ Familiarity with SCORE methodology or similar social cohesion frameworks
- ✧ Proven ability to work across different sectors (e.g. policy, civil society, academia)
- ✧ At least 3 years of experience working in an international environment, including donor-funded projects.

What SeeD offers:

- Ongoing internal and external training and mentorship
- Flexible and supportive working environment
- Opportunity to travel
- Exposure to international research experience
- A fast professional growth trajectory
- An employer savings contribution of 1% after the probation period, with a plan for gradual increases over time.

How to Apply

Please send the following documents to recruitment@seedsofpeace.eu. Applications will be reviewed on a rolling basis *until* 30th June 2025

Centre for Sustainable Peace and Democratic Development – SeeD



- CV and cover letter
- Contacts of 3 referees
- 1 writing sample from previous work that you authored (Could be a journal article, report, policy brief, research paper, etc.)
- Completed self-assessment matrix (see for more information below)

Self-Assessment Matrix

As part of your application, you are required to submit a self-assessment matrix that reflects your current skills and experience across the different stages of the SCORE project cycle. The self-assessment matrix and instructions can be downloaded [here](#). This helps us better understand your strengths, identify where support may be needed, and plan team composition and workload accordingly. Please note that this will not affect your eligibility or selection—we do not expect any candidate to be proficient in all areas. The self-assessment matrix should be submitted along with your CV and cover letter by the application deadline.

Applications will be reviewed on a rolling basis, and interviews will begin by mid-June 2025. We encourage early applications, as the process will continue until a suitable candidate is identified or until the end of June 2025, whichever comes first.