



Centre for Sustainable Peace and Democratic Development – SeeD

Researcher for Eastern Europe Team

POSITION DESCRIPTION AND TERMS OF REFERENCE

Position title:	Researcher
Duty station:	Kyiv, Ukraine
Reports to:	Regional Team Lead and Director of Research
Remuneration:	1,500 – 2,185 EUR depending on qualifications and experience.
Contract duration:	Full-time consultancy renewed annually, with a probation period of 3 months.
Start date:	As soon as possible
Deadline for applications:	Rolling applications

General background:

The Centre for Sustainable Peace and Democratic Development (SeeD) 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 SeeD can be found at: www.seedsofpeace.eu.

The Researcher will join **SeeD's Eastern Europe Team, which is implementing multiple projects and programmes in the region, with a particular focus in Ukraine.** These include partnerships with USAID, UNDP, and other key peace and development actors. The Researcher will provide substantial input to multiple research-related processes with varying degrees of agency and discretion. As such, the Researcher may be assigned as the main focal for specific project activities, and be asked to produce or co-produce different analytical products and tools depending on thematic focus, interest and need. Main responsibilities will include conducting qualitative and quantitative **research design, data interpretation, desk research,** production of **analytical outputs** and **communication of research** findings to target audiences.

Duties and Responsibilities:

- Develop strong understanding of SeeD's methodology and research processes, including previous findings in Ukraine and the wider region.
- Contribute to the design and implementation of research processes and frameworks according to project objectives and in response to donor, partner and stakeholder needs, in consultation with the relevant team members.
- Work closely and collaboratively with other relevant SeeD specialists and researchers to understand and interpret research findings and their policy implications in order to elicit key messages for different audiences.
- Contribute to the production of clear and well-structured analytical products (e.g. policy briefs, infographics, presentations) and progress reports in English and in Ukrainian. Ensure that they are context and policy relevant, as well as accessible, digestible and actionable by the target audiences.
- Communicate effectively with team members across the organisation to ensure effective implementation of project activities and deliverables.
- Presenting research findings internally and externally as deemed appropriate, and contributing to evidence uptake by key peace and development actors.
- Contribute to the development of new research tools for qualitative and quantitative studies (e.g., surveys, metrics, interviews, focus groups).
- Contribute to the planning and coordination and implementation of projects beyond research activities, including but not limited to dealing with vendors, organising meetings, workshops and events, monitoring timelines and deliverables, proposal writing, etc.

Knowledge, Skills and Experience:

Strongly necessary skills and experience:

- A post-graduate degree in sociology, economics and social psychology would be an asset, but graduates with degrees in political science, international relations, development studies or other relevant fields are also encouraged to apply;
- Minimum 3 years of demonstrable experience in designing and implementing various research processes, including primary post-graduate research;
- Experience in communicating research and research content to different audiences, including visualising analyses in digestible and high-quality products;
- Excellent written and verbal communication skills in English (IELTS 7.0 or equivalent), and Ukrainian (advanced/fluent);
- Solid understanding of and interest in socio-political context of Ukraine and the wider region;
- Strong attention to detail, analytical, prioritization and problem-solving skills, as well as strong receptive communication and collaborative decision-making skills;
- An emerging portfolio of publications (academic or practitioner level);
- Advanced knowledge of common MS Office programs, especially Excel;
- Good sense of humour and enthusiasm for SeeD's work.

Desired skills and experience:

- Experience of facilitating workshops, panels and similar events;
- Experience in working with NGOs and civil society;
- Experience in visualisation (e.g. via Powerpoint, or Canva)
- Other language skills relevant to the region (e.g. Romanian, Georgian, Russian);

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

Application Process:

1. Interested applicants should submit the following to recruitment@seedsofpeace.eu. Applications will be evaluated on a rolling basis until the position is filled.
 - (a) full CV including contact details and two references,
 - (b) a cover letter which clearly states (i) how you envision your role at SeeD, (ii) how your previous experience and skills are relevant for this position, (iii) your available start date,
 - (c) two samples of written work (previous publications, research reports, evidence-based op-eds etc.)
2. Upon evaluation of CVs and responses, short-listed candidates will be invited for an interview and might also be asked to prepare a presentation as part of the evaluation.

We thank all candidates for their interest, however only those selected for interviews will be contacted.