Partnerships and Research Coordinator

POSITION DESCRIPTION AND TERMS OF REFERENCE

Position title:	Partnerships and Research Coordinator
Duty station:	**Kyiv, Ukraine**
Reports to:	Regional Team Lead
Remuneration:	2,250 – 2,750 EUR Gross Salary per month; depending on qualifications and experience.
Contract duration:	Full-time employment renewed annually, with a probation period of 6 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.

Duties and Responsibilities:

1. Consolidate existing and proactively develop new alliances, partnerships and coalitions that would help sustain and grow SeeD's efforts in Ukraine, and increase the uptake, visibility and impact of SeeD's evidence. This would include frequent liaison with RMEL officers, donors, stakeholder engagement sessions, regional workshops, project launch/closing events and the like;

2. Design and implement communication and visibility strategies and efforts in collaboration with relevant team members including but not limited to traditional, community and online media engagements such as interviews, blog posts, op-eds and posts;

3. Represent SeeD and SeeD's work proactively and regularly at different events and platforms as a panelist, discussant, presenter or active audience as appropriate;

4. Provide input on the implementation of various research approaches (co-creation and co-implementation) and methodologies (quantitative and qualitative) that are policy and programme relevant for different peace and development actors, including national and international;

5. Support the coordination and implementation of tasks to ensure smooth and successful implementation of projects and project activities in collaboration with relevant team members, partners, donors and other stakeholders such as launch events, calibration meetings, validation workshops, procurement including relationships with vendors and subcontractors, as well as monitoring of deliverables;

6. Support recruitment, onboarding and training of Ukraine and Eastern Europe team members as needed, and as appropriate, in close liaison with the Regional Team Lead, Head of Operations and Director of Research.

7. Write up research findings and contribute to the production of research outputs, policy briefs and reports, white papers, infographics and other analytical evidence products on different thematic areas, as relevant and needed.

> **Knowledge, Skills and Experience:**

What you need to succeed in this position:

- Postgraduate degree in a relevant social science or humanities discipline (e.g. psychology, sociology, economics, international relations or other relevant field);

- Excellent written and verbal communication skills in English (IELTS 7.0 or equivalent), and Ukrainian (advanced/fluent);

- Demonstrable experience in communicating evidence to different target groups and stakeholders in accessible, actionable and digestible format;

- Being comfortable with public speaking and facilitating multi-stakeholder groups;

Minimum 5 years of professional experience in:

- Project management and coordination in the NGO sector

- Managing and supervising small teams of 2-3 people

- Organising and facilitating events, conferences, panels and workshops

- Proposal writing and fundraising

Solid understanding and knowledge of:
- Different qualitative and quantitative research methodologies, processes and production of analytical outputs;
- Peacebuilding, and conflict resolution theories and practice;
- Socio-political context of Ukraine;
- Different international peacebuilding and development actors and their global and country priorities (e.g. UN agencies, USAID, World Bank);
- Good sense of humour and enthusiasm for SeeD's work.

 What would be nice to have but not essential to start:

- Strong understanding of and interest in socio-political context of Eastern Europe;

- Other language skills relevant to the region (e.g. Romanian, Georgian, Russian);

- Previous experience in reading, interpreting or writing analytical products based on quantitative data;

- Quantitative analysis methods and approaches, with demonstrable experience in adapting and implementing these at different scales

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.