

Centre for Sustainable Peace and Democratic Development – SeeD



PROJECT COORDINATOR AND RESEARCHER

POSITION DESCRIPTION AND TERMS OF REFERENCE

Position title:	Project Coordinator and Researcher
Duty station:	Remote work / Home office with travel to Kyiv & SeeD HQ
Reports to:	Regional Team Lead and Senior Director of Research
Remuneration:	1,900 – 2,300 EUR Gross Salary per month; depending on qualifications and experience.
Contract duration:	Full-time employment renewed annually, with a probation period of 3 months.
Start date:	March 2023, desired starting date.
Deadline for applications:	28th February 2023, 18:00 am GMT+2

General background:

The Centre for Sustainable Peace and Democratic Development (SeeD) 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 social transformation policy recommendations that are 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 Project Coordinator & Researcher will join **SeeD's the Eastern Europe Team implementing myriad projects and programmes in the region, with a particular focus in Ukraine**. These include the SeeD and SCORE partnerships with Chemonics, USAID, UNDP, FCDO and other key peace and development actors. The responsibilities will include substantial input to multiple project processes with varying degrees of agency and discretion. As such the Project Coordinator & Researcher may act as the main focal and resource person for a project while also producing different analytical products and tools for other projects and programmes depending on their thematic specialisation, interest and need.

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), as well as substantial input into budgeting and timeline management of projects.

SeeD will provide ongoing training and support, to ensure the gradual and timely growth and development of the successful candidate that will benefit both the individual and the team. Ultimately, this position is open to professional growth for the right candidate that comes with strong institutional fit and growth mindset.

Duties and Responsibilities:

- Develop a strong understanding and knowledge of the SeeD methodology, and SeeD's research processes, findings and datasets in Ukraine in particular and in the region in general.
- Contribute substantially and meaningfully to SeeD's institutional mission of improving evidence-based programme and policy efforts towards greater social cohesion, peacebuilding, and resilience.
- Coordinate and undertake tasks to ensure smooth and successful implementation of projects and project activities as assigned by the supervisors in collaboration with the relevant team members, partners, donors and others (vendors, service provider, experts).
- Conceptualize design, implement research processes, frameworks and analysis plans according to the project objectives and in response to donor, partner and stakeholder evidence needs, in consultation with the Head of Research, Analytics Team Lead and other researchers in the Team.
- Work closely with SeeD Regional 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 (e.g. organisation of events, meetings and consultations with key political and societal stakeholders).
- Maintaining frequent and constructive channels of communication with team members across the organisation, stakeholders and donors to ensure smooth implementation of projects, present findings to SeeD staff and external partners, and contributing to evidence-uptake use by key peace and development actors and their research and MEL departments.
- Produce analytical products (e.g. policy briefs, infographics, presentations) and progress reports about implementation stages, findings and as per the agreed project deliverables, ensuring that these are context and policy relevant, as well as accessible, digestible and actionable.
- 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 development of new research tools and approaches for qualitative and quantitative studies (e.g., surveys, metrics) that reflect the latest approaches at SeeD, aligned with institutional research standards and methodological good practices.
- Uphold and implement SeeD institutional policies where relevant, including but not limited visibility and branding in all research products and outputs, while delicately balancing these with the external stakeholder and partner feedback.
- Develop new research skills via internal/external training to support institutional methodological innovation and development.
- With the support and guidance of the Team Lead, and other team-members, contribute to the planning and management of the research and programmes portfolio, including contributing to procurement, recruitment, training, project management, and monitoring of deliverables, proposal writing, as needed.

Knowledge, Skills and Experience:

Essential

- A post-graduate degree in economics, sociology, psychology, political science, international relations, development studies or other relevant field;
- Minimum 5 years of demonstrable experience in donor funded project coordination;
- Minimum 3 years of demonstrable experience in designing and implementing different research methodologies and approaches;
- Demonstrable experience in communicating research and research content to different audiences, including visualising and packaging analyses outputs in digestible and high-quality products for different audiences such as policy briefs, articles, op-eds, presentations, infographics, online content;
- Solid experience in giving public presentations, and organising and running workshops, panels and similar events;
- 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;
- Strong attention to detail, analytical, prioritization and problem-solving skills, and strong receptive communication and collaborative decision making skills;
- An emerging portfolio of publications (academic or practitioner);
- Advanced knowledge of common software programs, especially Microsoft Excel;

Desirable

- Skills in data visualisation applications (e.g. Tableau, Canva, others)
- Skills in data analysis (e.g. SPSS, R+, Python)
- Facilitation experience of workshops, panels and similar events
- Strong understanding of and interest in socio-political context of Eastern Europe
- Other language skills relevant to the region
- Good sense of humour and enthusiasm for SeeD's work;

Application Process:

1. Interested applicants should submit the following to recruitment@seedsofpeace.eu by 28th February 2023, 18:00 pm GMT+2

(a) full CV including contact details and 2 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) 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 maybe 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.