

# Centre for Sustainable Peace and Democratic Development – SeeD



## RESEARCHER FOR EASTERN EUROPE TEAM POSITION DESCRIPTION AND TERMS OF REFERENCE

Position title:	Researcher for Eastern Europe team
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:	September 2023, desired starting date.
Deadline for applications:	September 8th, 2023, 18:00 CET

### 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](http://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 Chemonics, USAID, UNDP, and other key peace and development actors. The Researcher's responsibilities will include 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 and resource person for specific projects, while also be requested to produce different analytical products and tools for other projects and programmes depending on their thematic focus, interest and need.

The Researcher should have strong familiarity with research driven projects that relate to social cohesion, peacebuilding and development. Main responsibilities will include conducting **research design** (e.g. questionnaire design), **data interpretation** (e.g. reading and contextualising analyses outputs), and **qualitative research** (e.g. focus groups, literature reviews), as well as production of **analytical outputs** (e.g. policy briefs, presentations, infographics), and **communication of research findings** to stakeholders (e.g. workshops, panels, public events). The Researcher may also be asked to provide input in project design and administration, including timeline management.

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 strong understanding and knowledge of the SeeD methodology and its research processes, including the findings and datasets in Ukraine and in the wider region.
- Contribute substantially and meaningfully to SeeD's mission of improving evidence-based program and policy efforts towards greater social cohesion, peacebuilding, and resilience.
- Conceptualize, design and implement research processes, frameworks and analysis plans according to project objectives and in response to donor, partner and stakeholder needs, in consultation with SeeD management and other researchers in the Team.
- Maintaining frequent and constructive channels of communication with team members across the organisation, as well as with stakeholders and donors, to ensure smooth implementation of projects, present findings to SeeD staff and external partners, and contribute to evidence-uptake by key peace and development actors, including their research and MEL departments.
- Produce analytical products (e.g. policy briefs, infographics, presentations) and progress reports about implementation stages. Ensure that they 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, and is aligned with institutional research standards and methodological good practices.
- 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 research and program portfolio, including contributing to procurement, recruitment, training and project management, as well as monitoring of deliverables, proposal writing, etc.

## **Knowledge, Skills and Experience:**

### Essential

- 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 methodologies and approaches;
- 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 software programs, especially Microsoft Excel;

### Desirable

- Experience of facilitating 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](mailto:recruitment@seedsofpeace.eu) by September 8th, 2023, 18:00 CET
  - (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) 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.