

	<b>SESRIC</b> <b>JOB DESCRIPTION FORM</b> <i>“Cooperation for Development”</i>		
	<b>Title</b>	Researcher (Social)	<b>Class</b>
<b>Department</b>	Economic and Social Research	<b>Immediate Supervisor</b>	Director of Research
<b>Staff Type</b>	Contractual	<b>Position</b>	Full-time
<b>Location</b>	Ankara / Turkey	<b>Application Deadline</b>	28 February 2019

### JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES

#### Job Description Summary

The Researcher will join the research team at the Economic and Social Research Department and contribute to the planning, designing and conducting research and preparing technical and analytical reports and studies with evidence-based policy proposal on various socio-economic developmental issues of interest to the OIC member countries, such as health, education, employment, gender, poverty alleviation, rural development, family values, youth, children and people with special needs, migration, humanitarian and refugees issues. The Researcher will also attend relevant conference and meetings at national, regional and international level to present the outcomes of SESRIC reports and studies with a view to enhancing policy dialogue and partnership among different stakeholders.

#### Main Responsibilities and Duties

- Design, manage, lead and contribute to the preparation of research projects and studies on a wide-range of socio-economic issues at the agenda of the OIC relevant conferences and meetings;
- Collect statistical data and information from a wide variety of sources by applying a range of research techniques to gather relevant information, including document analysis, surveys, field works and case studies;
- Determine priorities, assign responsibilities and supervise subordinate researchers as well as mentor and consult them, if any;
- Ensure the quality, efficiency and accuracy of whole research process, and keep the capacity of social research team up-to-date;
- Evaluate past and present socio-economic performance trends and developments in OIC countries, other regional groups and globally by using both quantitative and qualitative methods;
- Develop policy recommendations based on research evidence;
- Attend meetings and conferences held by OIC and other national, regional and international institutions to present and discuss SESRIC research results and policy recommendations;
- Coordinate and support joint projects executed with national and international partners;

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- Perform other duties as assigned.

## JOB REQUIREMENTS

### Educational and Skill Requirements

- At least a Master's level degree in areas related to social research, including sociology, social policy and economics;
- PhD degree as well as multidisciplinary education background combining social, economic and/or political areas would be an advantage;
- Knowledge and experience of both qualitative and quantitative socio-economic research methods and familiarity with interdisciplinary research methodologies and conceptual frameworks;
- Experience in quantitative analysis through handling large datasets using various socio-economic research software programmes;
- Advanced MS Excel skills and track record of demonstrable analytical and data visualization skills;
- Excellent communication and drafting skills.

### Language Requirements

- Advanced oral and written skills in English;
- Arabic and/or French would be an asset.

### Work Experience

- At least 3 years of relevant work experience on policy-oriented research. Candidates with desired qualifications but limited working experience can be hired as research assistant.
- Previous work experience at intergovernmental organizations would be an asset.

### Other Requirements

- Understand current issues and debates relevant to the socio-economic developmental challenges in OIC countries;
  - Ability to work under pressing deadlines on multiple projects simultaneously;
  - Establish effective cross-cultural communication with both internal and external stakeholders;
  - Act as a true role model through words, behaviours and actions;
  - Stick rigorously to time table to get his/her tasks completed on time;
  - Adhere to produce high-quality work and demonstrate high-performance;
  - Work in enthusiastic manner with his/her colleagues and immediate supervisor;
  - Attend relevant training and self-development opportunities in order to fulfil the requirements of the post;
  - Realize and embrace the vision and the broader goals of the Centre and OIC;
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- To be a Muslim national of the member countries.

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### Key Personal Attributes

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- Self-Starter: Ability to independently investigate development, economic and social policy issues, taking them to logical conclusions and assessing their impact on OIC countries
- Technical Knowledge: ability to use statistics software be aware and responsible of data management, reporting and presentation.
- Team Work: Ability to work cooperatively and collaboratively with SESRIC research team and to be prepared to be flexible in approach in order to achieve a common goal. Ability of sharing of ideas, expertise and experience with others
- Communication: Strong verbal and written communication skills and the ability to explain various economic and social concepts to non-expert audiences simply and succinctly
- Work under Pressure: Ability to meet multiple deadlines in a fast-paced work environment and react positively under pressure

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### HOW TO APPLY

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Applicants are kindly requested to send a cover letter or statement and a detailed curriculum vitae including information on their experience and previous work record to [hr@sesric.org](mailto:hr@sesric.org) until Thursday, 28<sup>th</sup> February 2019 at latest. Applications received after this deadline will not be accepted. Only short-listed candidates will be contacted. The subject line of the e-mail should include "Job Opportunities for Researcher (Social)".

E-mail for Applications: [hr@sesric.org](mailto:hr@sesric.org)