

JOB DESCRIPTION

Position Title	: Research Specialist (S3)
Location	: Hanoi with occasional travel to the field
Length of the contract	: Fixed-term contract (June – December 2021) - can be extended
Salary range	: Negotiated; based on qualifications and experiences
Line manager	: Program Manager
Working relations	: Management Board; Project team; Finance and Admin team
Supervises	: Project Officers; Intern(s)

I. JOB SUMMARY

Position overview:

Overall, the position of **Research Specialist (S3)** shall be responsible for Research-related works of CDI, including research and/or policy analysis which are related to responsible business/ business and human rights. The position is in-charge of providing technical support to the Program team and he/she has autonomy to make decisions related to all assigned activities.

In particular, the S3 will work closely and support with the BHRTR project team. More information of the project could be found at www.bhrvietnam.net.vn

II. SPECIFIC DUTIES

1. Technical support on Research-related works

- Develop guideline and training agenda for CDI staff on Research methodology and policy analysis, policy brief development
- Lead or coordinate the evaluations/studies conducted by CDI in ongoing-project (if any)
- Develop concept papers and research proposals (if any)

2. Support BHRTR project team

- Support the project team in conducting the final evaluation of the BHRTR project
- Guide the program/project team to collect evidences and best practices
- Review and comment the project reports, posts on website www.bhrvietnam.net and publications (if any)
- Monitor and identify the policy changes which are related on sustainable development and responsible business
- Conduct internal trainings for CDI team on business and human rights, HRDD and relevant topics (optional)

3. Organizational development

- Participate in development of CDI's strategy and operational plans (if any)
- Participate in assessing OCAT and/or other assessment of organizational development
- Participate in developing/revising CDI's policies/regulations (if any)



4. Team management & leadership

- Constructively collaborate with colleagues to achieve the organizational goals;
- Expand the capability and development of the CDI members by utilizing mixed interventions e.g. sharing the knowledge, experiences and expertise, coach junior staff/outsource, etc.

5. Partnership and Networking

Actively network with relevant research institutes, researchers, working groups, corporates, government agencies to:

- Conduct research/surveys
- Develop and implement joint initiatives and advocacy events.

6. Other duties

- Other duties or responsibilities as agreed with the Management.

III. REQUIREMENTS

1. Values and Behaviour

- Agree and commit to CDI's core values
- Promotes and support organizational culture, growth, performance and image;

2. Qualification & experiences

- Bachelor/Master's Degree in Development, Law or Social Studies, or related field
- Minimum 3 years of related working experience in doing research, preferably with a NGO
- Proven records of conducting researches, assessment, training
- Understanding of Labor Rights/Workers rights / Responsible business (preferable)

3. Language

- Good written and presentation skills in both Vietnamese and English is preferable;
- Demonstrated experience in writing research proposals and reports in English

4. Core Competency

- Critical thinking
- Excellent research skills and/or data analysis
- Excellent organizing and planning skills

5. Others

Drive for Results:

- Strong desire to use his/her own professional expertise to create positive social impact;
- Result-oriented and time management skills
- Ability to travel locally, for approximately 30% of the total working days per year.

V. APPLICATION

- Contact via email: hr@cdivietnam.org
- Application includes: Curriculum Vitae with links to the publications/research and the Cover Letter