



HUMAN RESOURCES

Position No:

JOB DESCRIPTION

Effective

Date:

Position Title	: Research Analyst
Position Classification	: Grade 2
Discipline Membership	: Research
Primary location/duty station	: Phnom Penh, Cambodia
Department	: Policy, Economics and Social Science

I. Job Purpose	
Position Summary	: <ul style="list-style-type: none"> • Provide substantial inputs to research and project management for projects in one or more of the following: aquatic resources, wetlands governance, institutional and policy development, social research, community produced media, health and environment, niche markets and trade and or climate change. • Play a lead role on component work plans for one focal geographic area (Upper Mekong, Central or Coastal Cambodia) and a supporting role for a second geographic area. • Lead new project development through partner dialogue and workshops • Facilitate exchange of lessons and best practices through workshops and training • Provide substantive contributions to publication of research results in peer-reviewed scientific journals, policy briefs, popular media and research reports <p>Percentage responsibilities involvement:</p> <ul style="list-style-type: none"> • Project Development – 20% • Research Activities – 40% • Activity coordination – 40%

II. Job Dimension		
A. Reporting Relationships (Team Work/ Supervisory)		
Reporting Level	Position Title	No. Of Staff
Direct Supervisor	<ul style="list-style-type: none"> • Regional Director • Project Leader (Wetlands Alliance) 	
Indirect Supervisor	<ul style="list-style-type: none"> • Discipline Director (Policy, Economics, and Social Science) 	
Direct Reports	<ul style="list-style-type: none"> • Research assistant 	(1)
Indirect Reports	<ul style="list-style-type: none"> • 	
B. Delegation		
Category	Details	
Financial	<ul style="list-style-type: none"> • Authority to commit • Annual Budget Authority <ul style="list-style-type: none"> ○ Project Budget ○ Operating Budget 	<p>None</p> <p>As assigned (typically < 50k), or may share joint budget mgmt authority for larger projects</p>



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Resource Mobilization	<ul style="list-style-type: none"> Contribute to project development, including partnerships and proposal drafting.
Performance Management	<ul style="list-style-type: none"> Supervise consultants when necessary Provide feedback on interim and year end assessment to direct reports and other research team members
Recruitment	<ul style="list-style-type: none"> None
Leave	<ul style="list-style-type: none"> As per Personnel Policy

III. Main Job Duties and Responsibilities (max. 10 items)

(Technical/operational responsibilities e.g. functional duties, financial mgt., project management, people management)

Position Objectives	<ul style="list-style-type: none"> Provide substantial research inputs to projects in the areas of aquatic resources, wetlands governance, institutional and policy development, social research, community produced media, health and environment, niche markets and trade and or climate change in collaboration with national and regional partners. Coordinate components of research projects in collaboration with national and regional partners Promote cross-disciplinary and participatory approaches for analyzing institutional and policy challenges relating to food security and livelihoods as a member of the Policy, Economics, and Social Sciences discipline. Assist with new project development through partner dialogue & workshops, and contributions to proposal writing Participate in exchange of lessons and best practices through workshops, training and publications Publish results of research in peer-reviewed scientific journals, policy magazines and popular media, typically with guidance from more senior research colleagues Prepare project progress reports for investors and WorldFish management. Contribute to setting WorldFish research priorities.
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IV. Key Responsibility and Performance Standards

Science Outputs	<ul style="list-style-type: none"> Milestones: Adherence to individual work plan and Project milestones Publications: Substantive contributions to one to two peer reviewed journal publications per year Presentations: Two presentations per annum at appropriate national or regional fora Reports: Finalized draft progress and technical reports within specific timeframe on specific projects
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Occupational Health and Safety	<ul style="list-style-type: none"> Comply with Center's policies on Occupational Health and Safety
Intellectual Asset and Property	<ul style="list-style-type: none"> Provide assistance in the preparation and publishing of reports from research projects.
Team Work/ Supervisory	<ul style="list-style-type: none"> Develop and lead teams comprised of local and regional partners and other WorldFish research staff
Innovation and Problem Solving	<ul style="list-style-type: none"> Develop creative ideas to assist project teams on technical subject matters and project management
Planning	<ul style="list-style-type: none"> Contribute to strategic planning for the development of the regional portfolio and discipline.
	<ul style="list-style-type: none"> Plan own contribution to annual operational plan for the regional portfolio and discipline.
Communication	<ul style="list-style-type: none"> Active and regular communication with a wide range of partners (community groups to ministry officials)
	<ul style="list-style-type: none"> Regular updating to WorldFish teams on progress and issues to address proactively.

V. Internal and External Contact

Contact		Details
Internal	<ul style="list-style-type: none"> Regional Director: Greater Mekong Region 	<ul style="list-style-type: none"> Direct reporting
	<ul style="list-style-type: none"> Discipline Director 	<ul style="list-style-type: none"> Indirect reporting
	<ul style="list-style-type: none"> Project Leaders 	<ul style="list-style-type: none"> Direct reporting
	<ul style="list-style-type: none"> Senior Scientists 	<ul style="list-style-type: none"> Regular teamwork collaboration
External	<ul style="list-style-type: none"> Investor 	<ul style="list-style-type: none"> As required
	<ul style="list-style-type: none"> Partner 	<ul style="list-style-type: none"> Frequent, with significant independent judgment
	<ul style="list-style-type: none"> Stakeholder 	<ul style="list-style-type: none"> Frequent

VI. Minimum Job Requirements

A. Skills and Knowledge

Essential Skills and Knowledge	:	<ul style="list-style-type: none"> Proven analytical ability, strong initiative, good judgment
	:	<ul style="list-style-type: none"> Good research skills in analysis of governance, gender, poverty, public participation or institutional arrangements related to natural resources management and development
	:	<ul style="list-style-type: none"> Highly skilled in participatory methods and approaches used in sociological research.
	:	<ul style="list-style-type: none"> High degree of cultural sensitivity and proven record of effective working relationships in developing countries
	:	<ul style="list-style-type: none"> Very good communication skills required with strong command of accurate writing in English
Desired Skills and Knowledge	:	<ul style="list-style-type: none"> Experience in publishing research findings
	:	<ul style="list-style-type: none"> Proficiency in one additional national language of the Mekong region.



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VI. Minimum Job Requirements

B. Qualifications and Experience

Essential Qualification and Experience	:	<ul style="list-style-type: none"> Masters-level qualifications (sociology, geography, anthropology, political science, natural resources economics, institutional economics, development policy, law, or related social science discipline). Exceptionally, equivalent experience will be considered 3-5 years post-graduate professional experience in research and/or rural development
Desired Qualification and Experience	:	<ul style="list-style-type: none"> 3-5 years experience in the Mekong region Field experience addressing social dimensions of natural resources management, rural development, or fisheries & aquaculture in developing countries

C. Technology and Equipment

Technology and Equipment Used	:	<ul style="list-style-type: none"> Microsoft Office applications
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D. Special Requirements

Other Special Requirements	:	<ul style="list-style-type: none"> Ability to travel regularly in the region
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E. Selection Criteria

Essential	:	<ul style="list-style-type: none"> Proven analytical ability; excellent communication skills Ability to work with minimum supervision, contributing to and leading research teams Demonstrable technical competence in required research fields Excellent written and verbal English proficiency
Highly Desirable	:	<ul style="list-style-type: none"> Lao Language ability