

Job Description



Job Title:	EU SEE Research Officer		
Cluster:	Civic Space Research		
Salary:	36,061 USD (excluding benefits)	Contract Type:	Permanent subject to successful completion of probation and funding
Location:	Remote		
Reports to:	Civic Space Cluster Lead		
Direct Reports:	N/A		
Job Role			
Role Overview:	The EU SEE Researcher will play a critical role in the EU SEE (EU System for an Enabling Environment for Civil Society) project, by supporting the design and implementation of the System for an Enabling Environment for Civil Society (SEE), including managing relationships with project partners, reviewing research products and project administration.		
Areas of Responsibilities	Key Activities		
Research	• The Researcher will support the design and implementation of the System for an Enabling Environment for Civil Society (SEE), including managing relationships with project partners, reviewing research products and project administration. • Provide feedback and review of all EU SEE research products, in collaboration of EU SEE consortium partners. • Contribute to the continued development and improvement of the EU SEE methodology, including the early warning mechanism. • Other research-related tasks as needed, such as collaboration with the CSR team and consortium partners in designing and implementing other research products.		
Managing of partners relations	• Support the management of partners of EU SEE, including support and research advice. • Manage the relationship with other researchers from the EU SEE consortium. • Actively participate in the EU SEE Secretariat; • Ensure coordination with the CIVICUS Monitor team and EU SEE partners when relevant.		
Project administration	• Contribute to the EU SEE project administration, such as contracting, setting up meetings, MEAL reporting, as needed.		
Person Specification			

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Education, Language & Qualifications	• Master's degree in the following domains preferred: • Economy • Sociology • International relations • Political Science • Fluent in English, knowledge of additional languages, such as Spanish, French or Arabic, will be an asset.
Essential Knowledge, skills and Experience	• At least three years of professional experience in the field of civil society, in particular in civic space issues or enabling environment for civil society. • At least two years of experience in working in large-scale projects and project administration. • Highly proficient in Microsoft Office Suite, especially Excel. • Excellent research and analytical skills. • Excellent report writing and documentation skills in English. • Ability to analyse complex sets of information and identify trends. • An understanding of international human rights frameworks related to fundamental freedoms of association, peaceful assembly and expression. • Strong interpersonal skills and ability to work as part of a diverse, virtual team and within a consortium of organisations. • Well-organised, with the ability to work independently.
Desirable Knowledge, skills and Experience	• Knowledge of additional languages, such as Spanish, French or Arabic, will be an asset. • Willingness to travel as needed.