

Job Description



Job Title:	RESEARCH INTERN		
Cluster:	Research		
Salary:	USD 600 per month	Contract Type:	Internship, part-time
Location:	For this recruitment, CIVICUS greatly encourages applications from suitable candidates in the Global South and the African continent in particular		
Reports to:	Senior Research Specialist		
Direct Reports:	none		
Job Role			
Role Overview	The Research Intern will contribute to the production of research instruments and outputs such as interviews and survey analyses and produce text to feed into our State of Civil Society Report. Through this work, the intern will gain research experience and deepen their knowledge of trends pertaining civil society.		
Areas of Responsibilities	Key Activities		
Research	<ul style="list-style-type: none"> ● Review literature relevant to any research projects underway ● Gather and verify information through online searches ● Identify and contact potential interviewees ● Conduct, transcribe and edit interviews ● Produce text to feed into research reports and other publications 		
Methodology	<ul style="list-style-type: none"> ● Contribute to survey design ● Contribute to data collection ● Contribute to data analysis 		
Multilingual publications	<ul style="list-style-type: none"> ● Assist with editing various research inputs and outputs ● Translate interviews or other short texts ● Help develop and coordinate research dissemination and follow-up activities 		
Other	<ul style="list-style-type: none"> ● Demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS ● May be required to carry out other duties within the scope of the job 		
Person Specification			
Education and Languages	<ul style="list-style-type: none"> ● Degree in any of the social sciences or other relevant field, or to be near completion of studies towards such degree ● Fluency in English and another UN language 		

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Essential Knowledge, Skills and Experience	<ul style="list-style-type: none">• Excellent writing skills• Experience with MS Office• Strong interest in working in the field of civil society• Commitment to CIVICUS' vision, mission, values and ways of working• Interpersonal skills: inclination and ability to work as part of a diverse, multicultural virtual team• Behavioural skills: well-organised, able to work independently and to deliver within deadlines, high attention to detail
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Knowledge of social science research methodologies• Research experience• Familiarity with civil society issues• Additional languages