

## ICMPD Job Profile

### ASSOCIATE RESEARCHER<sup>1</sup>

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#### Main Purpose

The Associate Researcher is responsible for **analysis and content creation** in support of project-level scientific research outputs. The Associate Researcher engages in **research planning, undertakes research, and drafts research related outputs**. S/he is responsible for the implementation of projects' components, as assigned. Within the assigned project, the Associate Researcher delivers research being responsible for the timely achievement of high-quality scientific outputs. S/he supports planning of research activities continuously assessing outputs for quality and relevance and disseminates project's scientific outputs.

#### Role

Under the supervision and guidance of the Head of Research and the direct supervision of Project Manager(s) of the assigned projects, the Associate Researcher follows scientific discussions and developments in his/her specific thematic area. S/he contributes to advancing internal information exchange on research findings as well as to translating research findings into options for further policy development. S/he **contributes to the development of ICMPD's knowledge body** by synthesizing research findings, by developing knowledge materials and by contributing to the development of new research initiatives and projects. S/he advances the state of knowledge in her/his particular field of expertise and disseminates immediate research findings at agreed specialist events and collaboratively with members of the Project Teams and staff in Policy, Research and Strategy (PRS) Directorate enhancing exchange and information sharing.

#### Functions / Key Results Expected

- Support planning and implementation of research-related outputs in the assigned activities guaranteeing scientific standards.
- Collect and compile research relevant data from various sources and according to scientific standards.
- Undertake data collection and conduct primary and secondary data analysis as well as empirical research.
- Analyse, organise, synthesize and present findings in appropriate formats.
- Prepare data collection instruments, tools and materials. Analyse, interpret and organise data.
- Draft research findings.
- Draft documents and analytical inputs including reports, research papers, reviews, summaries, policy relevant conclusions and presentations.
- Provide scientific input on specific area of expertise as requested

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<sup>1</sup> This project profile is classified at IP1.

- Prepare inputs to various types of policy outputs such as background papers, reviews, policy papers, blogs and policy discussions as required.
- Support planning, coordination and undertaking of research projects in selected areas of expertise. Support coordination and implementation of fieldwork where applicable.
- Deliver research outputs. Support reviewing, commenting and revising outputs of projects.
- Engage in data collection, primary and secondary data analysis as well as empirical research within the assigned project components.
- Prepare research-related inputs to project websites, publications, newsletters and social media as requested.
- Provide research-related inputs to internal and external requests in relevant areas of expertise as requested.
- Share information and disseminate knowledge on specific expertise internally as requested.
- Support the design and organisation of project-related events, meetings, workshops and other activities.
- Engage in research proposals and funding applications/bids
- Oversee the work of interns involved in the implementation of projects or project components, as requested.

### Required Expertise

- Ability to provide research inputs and data analysis prepared for projects and project components.
- Capability to prepare high-quality research-related outputs.
- Capability to establish good working relations with project partners and other stakeholders to ensure effective coordination in the assigned area of work.

### Qualifications, Experience and Language Skills

- Master's Degree related to the area of work.
- Minimum of 1 year of experience in migration research.
- Experience in position relevant research methods and data analysis.
- Experience in visualisation is an asset.
- Knowledge of migration research, including theoretical approaches, methodologies and major empirical research and policy issues.
- Publication record, commensurate to the experience required.
- Good analytical and drafting skills.
- Good organisational skills.
- Experience in research within the framework of national or international research projects.
- Experience in independently coordinating research project components and independently managing and conducting fieldwork, is an asset.
- Proficiency in (verbal/written) English and German is required; proficiency in Arabic, Farsi, Ukrainian or Russian is an asset.
- Proficiency in use of standard IT tools. Proficiency in qualitative data analysis software.