

Post Description

Title of the Position: Research Assistant

Category and Grade: General Service

Term of Appointment: Three Years

Duties and Responsibilities: Under the supervision of the Research and Evaluation Manager

The Research Assistant shall support the Research and Evaluation Manager in the research and monitoring and evaluation work of SEAMEO STEM-ED and will perform the following tasks:

- Supports STEM education research activities, e.g., organise capacity-building or researcher workshops, etc.
- Conducts literature searches and maintain citation databases.
- Monitors project databases and update data on project achievements and targets reached.
- Supports researchers in developing STEM education research protocols, ethics applications, data sharing agreements, and study progress reports.
- Works with a research group to develop plans for data collection and research fieldwork.
- Supports the pilot of research instruments and research methodologies.
- Coordinates with respondents of research studies for data collection according to plan.
- Supports researchers to conduct fieldwork and collect data following a protocol and plan, e.g., survey, in-depth interview, focus group discussion, etc.
- Assures the quality of research data and upload it to the project's system.
- Performs coding and transcribing of qualitative data from in-depth interviews and focus group discussions.
- Works with the project statistician to enter survey data into the project's system.
- Supports fieldwork information for researchers in analysing data, writing reports, and conducting presentations.
- Supports other activities of SEAMEO STEM-ED as assigned.
- Works on other duties as assigned by the Centre Director or the supervisor.

Qualifications and Experiences:

- At least a bachelor's degree in research and measurement, education, or a related field.
- At least one year of proven professional experience supporting education research studies or monitoring and evaluation of education development programs and other experience pertinent to the position.
- Highly competent with proven experience in data collection and analysis, managing and updating databases, and conducting literature reviews or field research.
- Good observational skills and demonstrated abilities to work in a highly accurate manner, paying close attention to detail, and keeping records of the work done.
- Good time-management skills and demonstrated abilities to meet project deadlines and manage time to accomplish goals.
- Have very good command of both spoken and written English, with a valid TOEIC score of 550 is a plus.
- Advanced level of SPSS or STATA program, MS Excel, including pivot tables and/or ATLAS.ti or Dedoose program.
- Effective coordinating skills and experience.
- Proven digital technology, analytical, organisational, and problem-solving skills.

- Strong teamwork skills.
- Desire to perform accurate and ethical research to achieve results for the study.
- Ability to negotiate and openness to learning new ways of performing research.
- Have pleasant personality with good interpersonal skills and ability to interact effectively with people in a multidisciplinary and multicultural environment.
- Sound physical and mental health.
- Thai nationality.

APPLICATION GUIDELINES

Interested candidates are invited to write an Introduction Letter, explaining why you want to work for SEAMEO STEM-ED and why you are qualified for the position, and send your current resume and a completed application form to HR@seameo-stemed.org

SEAMEO STEM-ED reserves the rights to respond only to the applicants in whom the Centre has further interest.

Deadline for applications for the position: Monday, 15 July 2024 at 16:30 hours Bangkok time.

[Download Application Form](#)

Contact: HR@seameo-stemed.org