POSTING DETAILS

POSITION INFORMATION

Position Number: FES038
Position Title: Research Assistant (3 positions)
Employee Class: Intermediate and Junior
Grade: Grade IV
FTE: 3.00

JOB POSTING LOCATION

Section: Vice Chancellor's Office
Department: 1561-Pac.Ctr for Envir. & Sustain.Dev
Location: Fiji - Laucala Campus
Reports To: Director, PACE-SD
Supervised by: Director, PACE-SD

POSTING TEXT

Purpose:

This position is responsible for liaising with and coordinating all research activities conducted within the project. The research assistant will be responsible for research activities from planning, coordination, monitoring, training and facilitation.

The position of Research Assistant is created to assist the research leaders within the project and to undertake research activities as required.

The incumbent will be expected to:

- Design and prepare research plans and reports
- Coordinate field interventions for data collection through interviews, focus groups discussions, etc
- Coordinate prepare of training materials, tools, and methodology for research work
- Organise and arrange meetings with experts
- Provide data/information for creation and updating of website
- Interpret and coordinate preparation of tools kits, methodology documents, and research outputs
- Attend to any other tasks that may be required by the Director of PACE-SD

Key Results Area:

(For Advertisement)
- Plan, coordinate and conduct research activities
- Prepare research documentation
- Liaison and coordination with relevant stakeholders
- Other services as requested by the Directory of PACE-SD

Minimum Qualifications:

Applicants must be a well-qualified professional with integrity and confidence with an accredited Masters or Bachelors degree in environmental sciences from a recognized institution.
Preferred Qualifications:

Preference will be given to applicants with his/her interest/experiences lies within the research focus area (climate change impacts modeling; vulnerability assessment and adaptation tools/techniques)

It is essential that the appointee has:

- Sound analytical, organizational and coordination skills
- Excellent command on both written and spoken English
- Ability to work with minimal supervision
- Ability to conduct research as evidenced from publications
- Good interpersonal and communications skills
- Computer literate

Skills:

It is essential that the appointee is:

- self-motivated
- a team player
- change-oriented
- has strong attention to detail
- results focused
- committed to organization
- ethics - a person of integrity
- capable of working after hours and during the weekends

Personal Qualities:

Salary Range:

F$19,594 - F$24,742 per annum

Length of Contract:

1 year

Posting Date:

01-28-2011

Closing Date:

02-11-2011

Start Date:

Special Instructions to Applicants: