



JOB DESCRIPTION

1. Title and Full Name: To be filled

2. Job title: Short-term Research Assistant

3. Status: Full time

4. Department: Women Program

5. Organizational Relationship:

- Supervised by: Team Leader
- Report to: Team Leader in charge of research

6. Duties and Responsibilities:

The responsibilities of the Short-term Research Assistant for the Women Program are as follow:

1. Interview selected sample institutions and individuals and collect relevant data in an accurate and timely manner.
 - To delivered questionnaires to targeted institutions
 - Interview selected sample institutions and individuals with proper ethical research
 - Collect questionnaires and make sure that all the questions were completed
 - Collect other relevant data available at targeted institutions
2. Create and maintain good relationship with sample institutions
 - Directly contact with targeted sample institutions
3. Enter data collected into Excel or Epidata or SPSS
 - Check questionnaires for validity and reliability
 - Transcribed data by hand and type it in Office application format
 - Enter data in Excel or Epidata or SPSS
 - Cleaned the data and make the data ready for analysis
4. Willing to share experiences
5. Build good team work
6. Participate in training and regularly provide feed-back
7. Perform other tasks required by researcher and women project coordinator
8. All access and information must be kept confidential and be communicated internally only with the person(s) designated by the immediate supervisor.