New York, USA

VACANCY ANNOUNCEMENT

Research Assistant
Global Knowledge Platform on Modern Slavery, Human Trafficking, Forced Labour and Child Labour
(Contract Consultant - CTC)


Reference Number : 2017/UNU/ONY/CTC/RA/95

Application to : A87KP_RA@unu.edu

Closing date: : 20 November 2017

OVERVIEW
The Research Assistant will join a fully funded, multimillion dollar project to rapidly accelerate the global creation, exchange and uptake of knowledge about modern slavery, human trafficking, forced labour and child labour – and how to fight them successfully.

Working closely with the project Data Science Lead, the Research Assistant will be part of a small team of knowledge professionals, data scientists and communicators working to build an online Knowledge Platform, supporting and engaging with Alliance 8.7 and stakeholders from around the world, and contribute to the establishment of an online knowledge hub engaging both scholars and policy makers; the creation of learning and training tools; and targeted policy outreach.

Background
UN University (UNU) has a mandate to help global policy-makers access the best available evidence to fight global problems. UNU has recently received funding from the UK government’s Modern Slavery Innovation Fund and the International Labour Organization (ILO) to build a Knowledge Platform to support efforts to end forced labour, modern slavery, human trafficking, and child labour by 2030. The Knowledge Platform aims to rapidly accelerate and scale-up the global scientific knowledge and evidence base on modern slavery risk and vulnerability factors, and on factors in the effectiveness of prevention and response interventions, while also facilitating global uptake of the resulting insights by policymakers, business, and other practitioners. The two-year project will lead to the development of an online Knowledge Platform, which will be designed as a global public good and will generate research-, policy-, and practice-impact related to modern slavery.
About UN University

The United Nations University (UNU) is a formal UN agency with a mandate from the UN General Assembly to contribute, through research and capacity building, to solutions to the pressing global problems that are the concern of the United Nations and its Member States. The UNU Office at the United Nations in New York conveys research-based policy ideas from UNU and beyond to key policymakers at the United Nations. Led by Dr James Cockayne, it has established a global profile in recent years on research and policy development on modern slavery, human trafficking and SDG 8.7, for example through input into the first ever UN Security Council Resolution on human trafficking in conflict.

About you

You are deeply committed to fighting modern slavery, human trafficking, and forced and child labour. You are willing to undertake a range of qualitative research tasks and quantitative analyses, drawing from a range of data repositories, academic sources, and policy outlets, and have the track record to prove it. You are comfortable working in high-paced, multicultural environments. You work well under direction, but can also execute tasks autonomously.

Responsibilities

Under the supervision of the Data Science Lead, the Research Assistant will assist with research and programme support tasks as follows:

- Extracting qualitative data on policy/law from online databases, policy briefs, government websites, and other sources;
- Collecting and compiling relevant research articles;
- Summarizing content of research and mapping content thematically in annotated bibliographies;
- Writing literature reviews;
- Performing data entry;
- Building textual databases;
- Organize and archive information for the Platform;
- Performing quality control assessments on content;
- Communicating with remote team;
- Compile data for progress reports;
- Other tasks as required.

Required qualifications and experience

- University degree in international relations, development studies, economics, political science, statistics, or a related field;
- Minimum of four (4) years of relevant work experience, or a graduate-level degree may be considered in lieu of experience;
- Excellent English-language oral and written communication skills;
- Strong organizational and task management skills;
- Strong ability to establish priorities, multi-task and work within tight timelines;
- Solid interpersonal and problem-solving skills demonstrated by the ability to work in a multicultural environment with sensitivity and respect for diversity;
- Experience working with spreadsheets and databases, and prior experience with quantitative methodologies is an advantage;
- Prior experience working in policy analysis is an advantage;
- Genuine interest in and understanding of modern slavery.
Remuneration
Remuneration will be commensurate with qualifications and experience of the successful candidate.

Duration of Contract
The successful candidate shall be hired as a full time contractual consultant for a fixed initial period of four months, from December 2017 through March 2018, with the possibility of renewal.

The successful candidate will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations.

Applications from suitably qualified woman candidates and those from developing countries are particularly encouraged.

Starting Date: Early December 2017.

Application Procedure
Interested applicants should submit their applications by email to A87KP_RA@unu.edu include the following:

- A cover letter setting out how the qualifications and experience match the requirements of the position;
- A curriculum vitae and a completed and signed UNU Personal History (P.11) downloadable from the UNU website at http://unu.edu/about/hr. Please avoid using similar forms provided by other United Nations organizations;
- Full contact information of three (3) referees; and
- An indication of the reference number of the vacancy announcement (2017/UNU/ONY/CTC/RA/95).

Only short-listed candidates will be contacted.