



## ECPAT International

### Vacancy Notice

<b>Job title:</b>	Research Associate
<b>Duty station:</b>	Globally Remote
<b>Remuneration:</b>	Salary and Benefits will be determined by location
<b>Contract Period:</b>	Initial 12 months with possibility of extension

#### ABOUT ECPAT INTERNATIONAL

ECPAT International (ECPAT) is a global network of civil society organisations working collectively for the elimination of all forms of child sexual exploitation. We seek to encourage the world community to ensure that children everywhere enjoy their fundamental rights free and secure from all forms of sexual exploitation. The ECPAT network currently consists of 124 member organisations in 103 countries. The ECPAT Secretariat coordinates the global work of ECPAT and has a central office in Bangkok, Thailand.

#### ABOUT THE ROLE

The Research Associate provides support to the Research Team in the framework of rigorous processes of information gathering and analysis to ensure the development of research outputs that support effective internal (within the network) and external action and advocacy by ECPAT International.

#### RESPONSIBILITIES

- Drafts and provides input for various research publications managed/produced by the Research Team, including position papers, reports, internal assessments, infographics, summaries, policy briefs and other documents.
- Contributes to design and implement research methodologies (qualitative and quantitative), data collection and management tools, including through use of specialised software.
- Conducts secondary literature reviews and primary research (e.g. key informant interviews) - where appropriate.
- Ensures technical and language editing and verification of text and sources of key research publications as necessary.
- Works with designers to complete layout of research publications.
- Supports the coordination and delivery of project-related activities and organisation of meetings, including liaising with partners, attending meetings, and taking minutes.
- Contributes to and supports the development and implementation of dissemination and uptake strategies for ECPAT research work.
- Collaborates with the Communications Team to promote the research work of the organisation, through website, social media and other targeted campaigns and dissemination plans.
- Implements monitoring and evaluation processes of ECPAT's research work to assess uptake.
- Supports in managing consultancies linked to research-related work.
- Collaborates in supporting ECPAT network members in their research queries and requests for technical input as needed.
- Contributes to the development of donor proposals and reports particularly in relation to research area as requested.
- Liaises with suppliers and consultants, such as translators and editors, including contract preparation and procurement support.
- Other tasks as required to support the organisation.

## Knowledge, Experience and Skills

### **Knowledge**

- Demonstrated knowledge on issues related to human rights, child rights, and preferably child sexual abuse and exploitation.
- Knowledge of research practices and tools.
- Knowledge of specialised qualitative and quantitative data analysis software (desirable).

### **Experience**

- Experience in desk-based research, preferably on topics related to child sexual abuse and exploitation.
- Experience contributing to the development of research reports.
- Experience contributing to the development of research methods and tools (desirable).
- Previous engagement with local and grassroots civil society organisations and understanding of their operating context (desirable).

### **Skills – technical and personal**

- Ability to synthesise large amounts of information into concise formats.
- Attention to detail.
- Ability to work autonomously and multi-task.
- Excellent writing skills for a variety of audiences and skilled cross-cultural communications.
- Strong organisational skills and ability to manage time and meet deadlines.
- Excellent English language skills (written and spoke). Knowledge of other network languages (French/ Spanish/ Russian/ Arabic) is desirable.

### **Qualifications**

- Master's degree in Human Rights, Social Studies, Development Studies or Political Studies.

## **ADDITIONAL INFORMATION**

- This position can be internationally home-based, and candidates should have the legal right to work in that location.
- For candidates who will be working at home, an employment contract will be offered through our Employer of Record partner, depending on the candidate's country of nationality or residence.
- Given ECPAT International's head office is Thailand, candidates should preferably reside in the time zones, GMT 0 to GMT +6, and should have some flexibility in their working hours to accommodate international meetings.

## **OUR COMMITMENTS**

As ECPAT's International Secretariat we recognise that our strength lies in the diversity of the people who make up our global network, staff, volunteers and consultants. We are committed to being an inclusive workplace where people of all backgrounds and cultures can thrive and be themselves. This means we will challenge ourselves to do better and to continue learning, to create and maintain a working environment steeped in respect, tolerance, safety, and where all parties are valued equally.

As a child-focused organisation, ECPAT has a strong commitment to child safeguarding and rigorous procedures. The successful candidate will be required to provide two referees (one from your last employer) and a criminal record from the country of residence or origin (as applicable).

## HOW TO APPLY:

For this position, please send our completed application form and cover letter to [vacancy@ecpat.org](mailto:vacancy@ecpat.org) mentioning **your name and Research Associate** in the subject header and the country you wish to be based. Due to the high volume of applications we receive, we are not able to respond to every application. If you have not heard back from us within 3 weeks from deadline, it means that your application has not been successful.

**Deadline: 2<sup>nd</sup> June 2024**