

JOB DESCRIPTION

Position Title	Policy Researcher
Position Classification	Category 4
Department	Program Department
Location of work	Hanoi, Vietnam
Salary band	Step 1-10
Effective date	November 2016

POSITION SUMMARY

The Policy Researcher is responsible for leading and conducting research and policy analysis in order to support CARE in Vietnam to shape direction and strategic program development; as well as to support the ongoing advocacy design and program implementation. He/she, from time to time, is also responsible for providing technical assistance to BOTH CARE in Vietnam and its strategic civil society organisation (CSO) partners in terms of policy-focused research design, and establishing directions of an evidence-based advocacy.

REPORTING RELATIONSHIPS

Position reports to	TBD
Supervisory positions	N/A

KEY RESPONSIBILITIES AND CONTRIBUTIONS

- Leading and conducting policy research and preparing information and analysis on public policy to inform CARE in Vietnam's current and future initiatives;
- Identifying, mapping and researching subjects to fuel meaningful discussions with stakeholders on the policy implementation and the development of CARE's impact groups;
- Working closely with advisory team to ensure that policy research findings are well documented for advocacy proposes;
- Building and strengthening CARE's internal capacities and its strategic partners' competencies for effective evidence-based advocacy and multiply programmatic impacts.
- Providing hands-on technical assistance and methodology guidance to strategic CSO partners in order to develop policy-focused research design and impact analysis.
- Assisting CARE in Vietnam's strategic partners in identifying and documenting lessons learned for future program development and policy advocacy;
- Ensuring the quality, coherence and synergy of researches in line with CARE in Vietnam's overall program approach;
- Representing CARE in Vietnam as a participant in relevant events, forums, workshops and CSO networking opportunities;
- Contributing to development of funding proposals, program planning, report preparation and other project management tasks as required

COMMON ACCOUNTABILITIES OF CARE IN VIETNAM STAFF

Gender Equality and Women Empowerment: CARE Vietnam staff is expected to promote gender integration in programmes and at organisational level. The position holder is expected to advance gender equality and women empowerment in line with competencies as per the Job Category Classification.

Emergency Response: CARE Vietnam staff is expected to be part of the Emergency Response Team. When a disaster strikes in Vietnam, the CARE Vietnam Country Director may call on staff members to provide support to respond to the emergency.

Safety & Security: CARE Vietnam staff is expected to promote a safe and secure work environment; foster a safety and security culture; and ensure consistent application of, and compliance with, CVN safety and security policies and procedures.

Child Protections: CARE Vietnam staff is expected to prevent, oppose and combat all exploitation and abuse of the child; to treat all children fairly, with respect and dignity, regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

SELECTION CRITERIA

- Experience with mixed research methods and ability to undertake comprehensive research, analyse complex issues and make sound judgements and recommendations;
- Strong and proven records of direct experience in the areas of policy research and analysis; a good knowledge of Ethnic Minority, Socially Marginalized People and gender related policies is an asset;
- Proven experience in developing various forms of material for advocacy purposes such as position papers, policy notes and briefs;
- Excellent analytical and conceptual skills, critical thinking and problem solving skills; good partnership relations and facilitation skills; teamwork spirit;
- Strong communication skills both verbally and in written form in English and Vietnamese ;
- Master or PhD degree with strong research-focused in development studies, political science, or public policy studies, is an advantage

We encourage and support jobholder from all backgrounds, experiences and identities.
