



- Position Title** : Temporary Research Assistant
- Reports to** : Land-based Conservation-development Planning Specialist
- Section/Unit** : Economics and Policy Analysis Unit
- Duty Station** : Bogor, Indonesia

MAIN PURPOSE OF THE JOB

The Temporary Research Assistant will work closely with the Land-based Conservation-development Planning Specialist to do on primary and secondary data collecting, data analysis, and supporting training activities in ICRAF.

PRIMARY DUTIES AND RESPONSIBILITIES

Under the supervision of Land-based Conservation-development Planning Specialist, the Temporary Research Assistant position has a number of objectives.

1. Involve in data preparation, data collection, and data management for all project site
2. Conduct secondary data collection and compilation for green economic in any area.
3. Support in developing user guide/protocol of green economic module. This will include testing the user guide with potential user during a training session
4. Conduct capacity strengthening activities through training and other technical assistance to partners and project beneficiaries, including travels and field trip
5. Support database management of LAMA-I, ParCiMon and GELAMAI, to be used for cross site comparison study.
6. Develop and maintain mailing list for any topic under the project
7. Liaise with key government officials in South Sumatra, Central Java, East Kalimantan and Papua with regards to secondary data collection, interview and also group discussion
8. Develop data structure, metadata and database for activities conducted in Project Site
9. Support development of Rencana Aksi Daerah (RAD GRK) dan Pemantauan Evaluasi dan Pelaporan (PEP) by participate as trainer in several training session

MINIMUM REQUIRED ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Minimum Diploma/Bachelor Degree from reputable university in Forestry, Soil Science, Development Planning, Social Science, Statistic.

MINIMUM RELEVANT WORKING EXPERIENCE

- Minimum 1 year experience in related field

SKILLS AND COMPETENCIES

- Good command of Microsoft office, GIS, SPSS or other data analysis software