

Research Associates

iDEA Foundation

Vacancy

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Job Context

Innovation and Development Associates (iDEA) Foundation is an emerging think tank focused on development issues in Bangladesh. Conceptualized and formed during the COVID-19 pandemic, iDEA promotes thoughts and actions through research, advocacy, advisory and consulting services. iDEA aims to excel in its activities that may range from discourses on pressing issues to rigorous research works leading to policy recommendations. iDEA takes pride in assembling individuals who have demonstrated experience and expertise working on development issues, not just in Bangladesh but also globally. In an effort to enhance its workforce, iDEA is looking for 2 young, dynamic, and driven individuals for Junior/Mid-level Research Associate positions. Following are the Responsibilities and Qualifications.

Job Responsibilities

- Provide research support to Senior Researchers (for example, carrying out literature reviews, summarizing findings from reports, publications, news and academic articles, helping prepare presentations, contributing to concept notes, policy briefs, project proposals, discussions, brainstorming sessions, and so on).
- Communicate with partners and stakeholders as needed.
- Prepare and make presentations.
- Play roles in organizing seminars, workshops and other events.

Employment Status

Full-time

Educational Requirements

- At least a bachelor's in related field (economics, social science, development studies or other relevant disciplines).
- BBA or an MBA will be a plus.
- Skills Required:) Experience with Microsoft Office products (Word, Excel and PowerPoint)

Experience Requirements

- 3 to 4 year(s)

Additional Requirements

- Age 24 to 35 years
- Less than 35 years with at least 3 years of experience,
- Experience in research engagements and relevant activities, as outlined in Responsibilities.
- Excellent writing and communication skills (both in Bangla and English).
- General understanding of the development sector in Bangladesh.
- Experience with Microsoft Office products (Word, Excel and PowerPoint) and some basic computer skills.
- Experience in data analysis will be a plus.

Workplace

- Work at office

Job Location

Dhaka

Job Source

Bdjobs.com Online Job Posting.

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Read Before Apply

***Photograph must be enclosed with the resume.**

Applicants are encouraged to submit **Video Resume**

Learn more about video resume (<https://mybdjobs.bdjobs.com/mybdjobs/user-guide-for-video-resume.asp>)

Apply Procedures

Apply Online

Email

Send your CV to waliullah@idea-bd.org

Application Deadline: **20 May 2023**

Company Information

iDEA Foundation

102, Kazi Nazrul Islam Avenue,, BSEC Bhaban (Level-4), Karwan Bazar, Dhaka – 1215.

Web: (<http://>)