

# Vacancy Announcement: RESEARCH COORDINATOR

**Application Deadline: 20 January 2019**

## *Full-time position*

The OSCE Academy in Bishkek, Kyrgyzstan invites applications from highly qualified scholars to its newly created Position of Research Coordinator.

The OSCE Academy in Bishkek is a public foundation, created in 2002 between the Kyrgyz Government and the Organization for Security and Cooperation in Europe (OSCE). The OSCE Academy promotes values and principles of the OSCE through research, post-graduate education, professional trainings, and intellectual exchange. Its highly demanding MA Programmes in the fields of “Economic Governance and Development” and “Politics and Security (Central Asia)” annually accept up to 60 young professionals from Kyrgyzstan, Kazakhstan, Uzbekistan, Turkmenistan, Tajikistan, Afghanistan and Mongolia on a competitive basis. The Academy seeks to strengthen its capacity to develop and implement research projects and to engage in collaborative research programmes.

The Research Coordinator will be supporting the full-time faculty at the Academy and visiting scholars in their efforts to conduct research. S/he will act as focal point for all requests for research collaboration as well as take initiative to develop and set up a long-term research programme for the Academy. To that end the Coordinator will engage into networking activities and seek out and assess funding opportunities. Finally s/he will be responsible to oversee the Academy’s professional training programme.

The position of Research Coordinator will be granted as full-time position for an indefinite period starting on **1 March 2019** *pending the availability of funding*. The position will be based in Bishkek, Kyrgyzstan.

Key duties and responsibilities of the Research Coordinator are as follows:

### **Research**

- Under the supervision of the Director, developing and implementing a long-term research programme for the Academy;
- Initiating and engaging into collaborative research programme development, strengthening the Academy’s institutional partnerships and establishing new cooperation with relevant research institutes and donor organisations;
- Supporting Academy faculty in its research activities, serving as connecting point for the various projects developed and implemented at the Academy;
- Supervising and organizing the various publications series at the Academy in coordination with the Communications & Visibility department, developing and implementing a strategy for increased research output;
- Organizing conferences, workshops and other research related activities;
- Engaging into active fund-raising to increase opportunities for in-house and visiting scholars to realize research ideas;

### **Professional Trainings**

- Supervising the professional training programme of the Academy
- Supervising the work of the trainings coordinator, developing yearly schedules and budgets as well as supervising the maintenance of a corresponding data base
- Initiating contacts and partnerships to further develop the professional trainings programme of the OSCE Academy

### **Other academic and administrative duties**

- Supporting and assisting MA programmes in student and faculty recruitment processes, by taking part in the selection and admission committees;
- In conjunction with Director and Programme Managers promoting and taking active part in institutional and strategic development initiatives to secure external funding for programmatic and research activities;
- Assisting in the preparation of applications and documents for student and faculty mobility and capacity building programmes under the framework of Erasmus+ and other related programmes;
- In collaboration with Director and Programme Manager, initiating contacts and establishing partnerships with other regional and international academic institutions, think tanks, governmental, non-governmental and international organizations to develop the Academy's networks and promote its visibility.

### **Qualifications and eligibility**

Candidates for this position should meet the following requirements:

- PhD degree in the Social Sciences;
- Record of peer-reviewed publications;
- Record of research project implementation;
- Excellent knowledge of English and Russian;
- Effective interpersonal and communication skills;
- Ability to travel extensively.

### **The OSCE Academy will provide/cover:**

- Competitive honorarium;
- Visa and work permit support;
- Office space and computer, as well as access to all facilities of the OSCE Academy.

NOTE: The Academy will not cover health insurance and expenses of family members.

### ***Interested applicants should submit their application including:***

- A cover letter;
- A CV with two references;
- A proposal for a multi-year research programme for the Academy (including topics, schedule, possible research partners as well as funding opportunities)

To [info@osce-academy.net](mailto:info@osce-academy.net) by **20 January 2019, 18.00 pm** Bishkek time.

*The OSCE Academy in Bishkek is an equal-opportunity institution. It operates on the principle of non-discrimination. All recruitment decisions are taken on the basis of best qualification of the candidates, with consideration of regional and gender balance.*