

# Job Description

## Research Assistant / Research Associate

### Overview

The Research Assistant or Research Associate will report to the Principal Investigator for the project(s) they are working on. Supervised by the Principal Investigator, the specific responsibilities of a Research Assistant / Research Associate include:

1. Undertake literature reviews, including search, analysis and writing functions.
2. Assist in designing quantitative and qualitative data collection instruments.
3. Conduct data analyses of quantitative questionnaires.
4. Conduct qualitative case studies including: refining sample selection; collecting and analyzing background information; designing data collection instruments; collecting data; analyzing data; and writing up the findings.
5. Contribute to various outputs dissemination, reports writing and publications.
6. Support Principal Investigators in the research management as required. Activities include:
  - Collect, clean, and perform data analysis, including monitoring vendors, and data collection progress
  - Prepare specific sections of research articles, reports and presentations
  - Manage research project schedule and implementation
  - Procure required services
  - Coordinate project updates for management reporting
  - Any other tasks as laid out by the Principal Investigator or Director of the Research Division

### Requirements

1. Post-graduate or a good undergraduate degree. Preference for disciplines in education / social science / economics / statistics. Candidates with post-graduate research-based or PhD will have an added advantage. Fresh graduates are welcome to apply.
2. Good experience in conducting statistical analyses, such as descriptive analysis, regression analysis, factor analysis, etc.
3. Familiarity with analytical software such as SPSS, STATA, R, Nvivo, etc and data visualization software, such as Tableau.
4. Ability to think in the abstract and conceptualise findings from literature and empirical data. Candidates who are familiar with training and adult education will have an added advantage.
5. Ability to write and document research findings and prepare research reports for publication. Candidates with publications will have an added advantage.

6. Ability to work both autonomously and as part of a team. Capability to work confidently with other researchers in the division and with the CET community.
7. Good communication and stakeholder engagement skills.

Successful candidates will be appointed as Research Assistant or Research Associate, depending on their qualifications and experience.