



The Arab Foundation for Freedom's and Equality

Job Vacancy Research Coordinator

Title: Research Coordinator

Program: Gender & Sexuality Resource Center

Location: Beirut

Summary:

The **Arab Foundation for Freedom's and Equality (AFE)** goal is to support the movement for sexual rights and protections across MENA. AFE broadens participation in sexual rights by investing heavily in grassroots civil society, building the capacity of nascent activists, groups and organizations, focusing on information sharing and security and protection.

About the project/The Gender & Sexuality Resource Center

Despite the proliferation of research, writing, and discussion on gender and sexuality, much of this work remains unknown or is more generally inaccessible to those who would benefit the most. In large, this is due to a lack of coordination and communication between activists and researchers. Which then prevents said parties from benefiting from knowledge already produced-in particular work that has been produced in Arabic. Further still, because of the lack of communication, research and other materials on the same select topics are then constantly reproduced time and time again. The production (and preservation) of new and sophisticated research is essential to our understanding of sexuality and gendered identities and their regulation in order to build sound, evidence-based strategies for sexual and bodily rights and justice across the Arab world.

In order to further this vision, **AFE** is piloting a *Gender & Sexuality Resource Center* in partnership with **ABAAD-Resource Center for Gender Equality** organization to act as an informational hub for local and regional knowledge production and exchange on these issues.

Scope:

We are looking for a responsible, detail-oriented, and highly motivated individual who has had experience as a team leader or in managing groups of people. Preferences will be given to individuals who have graduated with a Masters degree, although others are welcome to apply. Prior research experience is an asset as well as demonstrated ability to work on one's own.

Tasks:

Database- Oriented

- Prepare, manipulate, and manage extensive databases
- Implement, maintain and further improve research quality control procedures
- Verify the accuracy and validity of data entered in databases; correct any errors
- Obtain copyright consent for documents when needed

Coordination-Oriented

- Support, plan, and coordinate operations for single or multiple research collection sites
- Develop or provide resources and research guidelines for country researchers
- Prepare, coordinate and distribute schedules for country researchers
- Continuously monitor and develop the pre-defined guidelines to help oversee and guide the process of gathering research
- Train researchers for better research collection when needed

Report-Oriented

- Prepare tables, graphs, fact sheets, and written reports summarizing research results
- Provide assistance to other AFE and ABAAD staff with the preparation of project-related reports, manuscripts, and presentations
- Present research findings

Knowledge

English, French, Arabic Language — Knowledge of the structure and content of these language including the meaning and spelling of words, rules of composition, and grammar

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Computers and Electronics — General knowledge of software- Microsoft Office

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources

Extensive Knowledge in the field of gender and sexuality

Skills

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Reading Comprehension - Understanding written sentences and paragraphs in work related documents

Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions

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Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Writing - Communicating effectively in writing as appropriate for the needs of the audience

Speaking - Talking to others to convey information effectively

Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making

Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

Written Comprehension - The ability to read and understand information and ideas presented in writing

Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences

Oral Expression - The ability to communicate information and ideas in speaking so others will understand

Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Written Expression - The ability to communicate information and ideas in writing so others will understand

AFE & ABAAD are equal employment opportunity organizations

Interested candidates are invited to send their:

1- CV

2- Motivation letter

3- Copies of prior publications (if any)

To Mr. Georges Azzi- AFE Director at georges@afemena.org

By **July 15, 2012 latest.**

Please mention job title"Research coordinator" in email subject-line.

Note: Only shortlisted candidates will be contacted.