

### JOB DESCRIPTION

Job Title	Research Associate		
Pay Band	P2	Reports to	Director of Research
Location of Position	Ras Al Khaimah, UAE	Duration of Position	3 years (renewable contract)
<b>Purpose of the Job</b>			
The Research Associate is responsible for conducting, supporting, and promoting high quality research focused on the Al Qasimi Foundation's core research focus areas (education, philanthropy, community development, and arts and culture), with a particular focus on education and philanthropy			
<b>Context and Environment</b>			
The Research Associate reports to the Director of Research and is part of the Research Department. This position works closely with all research and capacity development staff to plan, conduct, and evaluate internal research and programs. It also works collaboratively with external partners both locally and overseas for research initiatives.			
<b>Accountabilities</b>			
To support the Research Department objectives and overall mission of the Foundation: <ul style="list-style-type: none"> <li>• Generate and support innovative, high quality research on education and related policy areas in order to inform decisions and support the creation of relevant effective public policies</li> <li>• Develop and provide strategic services and support to build individual and local capacity in education in the public sector</li> <li>• Build a spirit of community, collaboration, and shared vision through purposeful engagement that fosters meaningful relationships among individuals and organizations</li> <li>• Continue personal and professional development and share best practices with the team</li> </ul>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Plan, conduct, and support internal AQF research (40%)</li> <li>• Communicate research results for internal and external audiences (15%)</li> <li>• Support other Foundation programs (20%)</li> <li>• Maintain and improve external partnerships (15%)</li> <li>• Support interns, visiting scholars, and other individuals connected to AQF (10%)</li> </ul>			
<b>Main Duties</b>			
1	Plan, coordinate, and conduct individual and collaborative research projects		
2	Plan and conduct data collection and analysis, including intermediate quantitative analysis of various types of data		

3	Write up research results and disseminate them through written reports, publications, seminars, and conference presentations
4	Review and edit policy papers, working papers, reports, and other written work for publication
5	Participate in writing research proposals, grants, and concept notes and prepare related reports and applications to external bodies
6	Contribute to monitoring and evaluating the progress of research projects and programmatic work
7	Identify new areas of research and potential collaborative projects with universities, research institutes, think tanks, and foundations across the UAE, broader region, and internationally
8	Present at forums and conferences and attend networking events
9	Build relationships with external stakeholders, scholars, and researchers affiliated to the Foundation
10	Liaise with external partners for collaborative research projects and manage relationships with collaborators
11	Liaise with potential external scholars, e.g., grantees and collaborators
12	Provide training and supervision for research interns and research assistants
13	Contribute to managing and undertaking organizational and administrative tasks associated with the research department and projects
14	Undertake appropriate organizational and administrative tasks connected to the planning of symposia, such as the Gulf Comparative Education Society (GCES) Symposium
15	Undertake any other duties as required by the Research Department and the organization, including the possibility of teaching and attending/supporting events
16	Serve as an active member on the Research Department team (e.g., development and revision of policies, providing feedback for decision-making, assisting other team members)
<b>Key Relationships</b>	
<p>Internal:</p> <ul style="list-style-type: none"> <li>• Research Department</li> <li>• Capacity Development Department</li> <li>• Arts &amp; Community Engagement Department</li> <li>• Management Team</li> </ul>	<p>External:</p> <ul style="list-style-type: none"> <li>• Ras Al Khaimah Government</li> <li>• Ministry of Education/RAK Education Zone</li> <li>• Government and private schools in RAK</li> <li>• Research institutes and universities</li> </ul>
<b>Other Features of the Role</b>	
Working hours will be 40 hours per week. Although largely office-based, this position will require off-site activities and meetings in the community. It may also require international	



travel a few times per year. There will be a requirement to attend events and meetings outside normal office hours as well.	
VISA requirements	Successful applicants will be provided with a renewable 3-year work visa
Security or legal checks	Successful applicants may be required to undergo a background check from the local police station/immigration authorities
<b>Position Requirements</b>	
<b>Core Competencies/Skills/Knowledge</b>	<b>Expected Proficiency Level</b>
Master's Degree	Required – ideally in international and comparative education or related field
Research Skills	Advanced
Analytical Skills	Advanced
English Language Skills	Native English speaker or equivalent proficiency
Multi-cultural Professionalism and Experience	Advanced
Time Management	Advanced
Professional Writing and Editing	Advanced
Presentation Skills	Advanced
Statistical Software Skills	Intermediate
Documentation and Information Management	Intermediate
Communication and Relationship Management	Intermediate
Project Design Management	Intermediate
Team Coordination	Intermediate
Public Relations	Basic
Budget Management	Basic
Arabic Language Skills	Preferred, but not required



Social Media Skills	Preferred, but not required
International Experience	Strongly preferred – knowledge and experience in the Gulf region is especially considered an asset
Relevant Work Experience	Strongly preferred – preferably in an international development setting