



Postgraduate Institute of Agriculture University of Peradeniya

IDRC Funded Project – Gendering Water & Climate Science Research in South Asia

Vacancy

Research Coordinator (Research and Communication)

Job Description

Job Overview:

The Research Associate/Coordinator will provide program coordination, research, and communication support for the research project **Gendering Water and Climate Science Research in South Asia** (*Project summary and consortium details are provided in the annexure*) funded by the International Development Research Centre, Canada and will be based in the Post Graduate Institute of Agriculture, University of Peradeniya (PGIA - Sri Lanka). The post-holder will be responsible for supporting the Project Lead on all facets of project delivery and supporting the research team to conduct a series of qualitative studies in the field of improving gender analysis and larger interdisciplinary (STEM) research and practice in Water and Climate Science (WCS), including identifying and involving research participants/respondents, ensuring their consent for participation and the collection, management, and analysis of qualitative research data through in-depth interviews. The post-holder will be expected to provide support with the planning and facilitating of training and workshops for SAWA fellows and stakeholder meetings.

Key Responsibilities:

Including, but not limited to the following:

Support in Project coordination/ administration

- To support Project Lead on all facets of project delivery including progress reporting for the funder.
- Attendance and documentation of all coordination and management-level meetings of the project.
- Regularly communicate the project status to the Project Lead and the regional research and training coordinator.
- Ensure compliance with the committed timeline and workplan of the project.
- Planning and facilitation of stakeholder meetings/workshop including preparation of letter of invites and helping with other logistics arrangements.

- Supporting the postgraduate students working under the project and help in their field work and activities.
- Supporting all other research work of the project.
- Help out with the website content and updating content in coordination with the regional research lead and regional research and training coordinator.
- Handling social media and posting project-related information regularly.

Minimum Qualifications:

- Postgraduate qualifications preferably in Agriculture, Science, Environment Science, Social Sciences/Geography/Development Studies/ or any interdisciplinary postgraduate qualification.
- Experience in project coordination and management would be preferred.
- Very good written and oral communication skills in English.
- Proficiency in using the Microsoft Office suite (minimum Word, Excel, PowerPoint).

Preferred Skills/Prior Experience:

- Experience with qualitative research techniques and interdisciplinary research.
- Experience in scientific writing.
- Experience working in gender or a related discipline.

Terms of employment:

- The Research Coordinator will report directly to the Project lead for project coordination and management activities and to the regional research coordinator for qualitative data collection.
- Remuneration: LKR 130000.00 per month (All inclusive)

Closing date for the application: 05th April, 2024

Qualified candidates should apply by sending an updated CV and cover letter (not exceeding one page) as to why they are suited and interested in the role to the; **Director, Postgraduate Institute of Agriculture, University of Peradeniya, Peradeniya 20400** (through registered post) and to the E mail: ndkdayawansa@agri.pdn.ac.lk. Indicate **“Application for Research Coordinator- IDRC-GIST Project”** in the top left hand corner of the envelope and the subject line of the E mail. Women candidates are encouraged to apply for this position.

Only shortlisted candidates will be contracted for interviews.

Director/ PGIA