**Job Description**

**Position Title:** Research Officer  
**Duty Station:** Jawalakhel, Lalitpur, Nepal  
**Duration:** Four Months (with possibility of extension)  
**Working Hours:** Full Time  
**Application Closing Date:** 20 February 2020

**Background**

ChildSafeNet is a non-profit non-governmental organization, established with a mission to make digital technology safer for children and young people. ChildSafeNet works with children, young people, parents, schools, colleges, government, the media, the private sector, NGOs and international organizations. We work to raise awareness on safer use of the Internet and digital devices to protect children and young people from Internet addiction, online sexual abuse and exploitation, cyber-bullying, phishing, gaming addiction and to promote digital literacy.

**Purpose**

A Research Officer is a crucial member of the organization. S/he will work as a senior member of the ChildSafeNet research team to conduct cyber safety research studies. S/he will collect primary and secondary data, including qualitative and quantitative data and summarizes the collected information. S/he will assist in data tabulation and analysis as well as drafting research reports.

**Description of Duties**

- Assist in developing research design  
- Develop research instruments  
- Lead and ensure timely collection of secondary data, including through literature review  
- Lead and ensure Focus Group Discussions (FGDs) and Key Informant Interviews (KIs) are conducting in timely manner, using structured, semi-structured and open instruments in the field  
- Collect quantitative data through online and offline surveys, including through field visits  
- Supervise research assistants in collecting, tabulating and analysing data  
- Prepare manuscripts and draft research reports  
- Maintain accurate record of qualitative and quantitative data collection  
- Develop a work plan and meet regularly the supervisor & the research team to discuss research assignments, progress and challenges  
- Participate in trainings, meetings, workshops and seminars as necessary  
- Perform other duties assigned by the supervisor

**Qualifications and Experience**

- Master’s degree, preferably in social work, sociology or anthropology  
- Five years experience in conducting research, with at least two years experience in the field of child rights and child protection issues (e.g., sexual abuse or violence against children, online risks and gender-based violence)  
- Knowledge and experience on the use of qualitative and quantitative data collection tools  
- Experience in conducting desktop and field researches in a methodical manner  
- Ability to use statistical and data analysis tools (e.g., SPSS and MAXQDA)  
- Excellent communication (spoken and written) skills, including the ability to convey complex concepts and recommendations both orally and in writing, in a clear, concise style  
- Proven track records in writing research reports  
- Knowledge on children and young people’s online behaviour and risks, desirable  
- Knowledge on child rights, child protection and gender-based violence
● Knowledge on ethical considerations for research with children and young people on sensitive issues
● Knowledge of digital technology and use of computer applications

**Personal Attributes**

● A strong commitment to the protection of children and young people online
● Willingness to learn and keep abreast of new developments in the field of cyber safety for children and young people
● Ability to think analytically, strategically and critically, and outside-of-the box
● Creativity, flexibility and attention to detail
● Sound planning and organizational skills, including self-management and time-management
● Excellent timely communication manner – online, telephone and face to face
● Excellent interpersonal skills, including ability to operate effectively across organizational boundaries
● Ability to take own initiatives but also to work as a part of the team in a multicultural environment
● Ability to plan assigned work, respond to tight deadlines and multi-task
● Ability to coach and supervise research assistants on data collection and tabulation
● Ability to work with minimal supervision
● Ability to maintain confidentiality of information and informants
● Sensitivity to gender, ethnicity and children and young people in difficult circumstances

**Application Process**

Interested applicants are requested to submit their application with a statement on how they can contribute in this role, a curriculum vitae, two recently published articles/reports and a recent photograph to info@childsafenet.org, by 20 February 2020, with "Research Officer" as the subject, indicating salary expectation. Short-listed candidates will be contacted for a written test. The successful candidate MUST be available to commence work within two weeks after job offer. Employment is conditional upon receipt of two references and a successful background check.

**Equal Opportunity**

ChildSafeNet is an equal opportunity organization and the vacancy is open for all, regardless of their gender, ethnicity and socio-economic backgrounds.

**Child Safeguarding**

The post-holder’s work may include direct contact with children and young people, face-to-face or online. ChildSafeNet is committed to the protection of children and young people from abuse and exploitation. In order to ensure children and young people are safe, our selection process includes rigorous background checks of the short-listed applicants.