Job Description: Research and Training Assistant (Thai and English Language)

Deadline: 4 July 2022

รายละเอียดงาน: ผู้ช่วยวิจัยและการฝึกอบรม (ภาษาไทยและภาษาอังกฤษ)

หมดเขตภายในวันที่ 4 กรกฎาคม 2022

The Tea Leaf Center

The Tea Leaf Center Co., Ltd. is a social enterprise research and training consulting firm based in Thailand and working throughout Southeast Asia. The Tea Leaf Center seeks to improve the capacity of locally-led research by helping local organizations improve their research skills, and doing monitoring and evaluation work for regional projects.

The Tea Leaf Center was registered as a company limited in Thailand in 2019. Since its formation, the Tea Leaf Center and its directors have conducted evaluations and other research for international and local NGOs and conducted trainings on writing and research for local organizations working in environmental conservation, land rights, public health, migrant education, human rights and other areas. We have also worked with a local university to support quality academic research in Myanmar.

The Position

The Tea Leaf Center is hiring a full-time Research and Training Assistant to lead and support trainings, research, evaluations, assessments, and other similar projects. This includes pre- and post-training assessments, helping facilitate group activities, helping create training materials like PowerPoint presentations and Miro whiteboards,
arranging and assisting with research interviews, focus groups and other activities including, when necessary, translating from Thai to English. This position may also support organization of events to support early-career researchers.

This position is ideal for a recent university graduate with an interest in research and community development. The position will offer many opportunities for learning and growth, including learning new research methods skills and training methods. Since the Tea Leaf Center is still in the start-up phase, this position gives the opportunity to contribute to the development of the organization. The position also offers the opportunity to work and learn about many issues in countries throughout Southeast Asia.

The position will involve a one-year contract with a three-month probation period. The position will be based in Chiang Mai.

Responsibilities

- Assist on research projects, planning and logistics, recruiting and supervising enumerators (when relevant), and contributing to research, analysis and report-writing.
- Assist on training projects, including planning and logistics, needs assessments, developing curriculum and providing facilitation and/or translation support during the training.
- Assist in organizing online events to promote locally-led research, including webinars, forums, roundtables and others.
- Help build and maintain relationships with local and international organizations in Thailand and other countries in Southeast Asia, including occasional travel.
- Create and post relevant social media content, including summaries of training and research projects.
Qualifications (required)

- At least a Bachelor’s degree or 3 years’ relevant experience in social science, human rights, development, international relations or other relevant field.
- Experience working with local or international non-profit organizations.
- Proficient English (spoken) and fluent Thai (spoken).
- Commitment to empowering local communities and civil society organizations.
- Willing to learn new skills and contribute to different areas of the Tea Leaf Center’s work and organizational development.
- Demonstrated ability to work respectfully and inclusively with people of diverse backgrounds, including ethnic and religious minorities and other marginalized populations.

Qualifications (preferred, one or more)

- Experience in conducting qualitative and/or quantitative research, including surveys, interviews, focus group discussions and/or participatory research, even at data collection level or for monitoring and evaluation purposes.
- Proficient in another regional language, including Shan, Karen (Sgaw or Pwo), Burmese or other.
- Have basic knowledge in photo and/or video editing software.
- Experience in helping with online trainings, webinars, meetings or other activities.

Compensation

The Research and Training Assistant will receive a monthly salary, plus additional non-payroll benefits after the probation period.

How to Apply

Send the following application materials to info@thetealeafcenter.org with the subject line “Research Assistant” by applications will be reviewed when received and a decision may be made before the deadline):

- CV/resume;
- Cover letter explaining relevant experience and reasons for applying; and
- The names and contact information of two references, including (if possible) at least one with direct knowledge of the applicant’s research experience/skills.