Memo: SRD-Circular-RA-2025-001

Job Circular: Research Assistant

Organization: Society for Research & Development (SRD)
Position: Research Assistant
Location: Desk (field work everywhere in Bangladesh)
Vacancy: 10
Application Deadline: June 25, 2025

About SRD:

SRD is a multidisciplinary research platform committed to advancing academic knowledge and promoting evidence-based solutions to socio-economic and policy issues in Bangladesh. Our team is actively engaged in research on climate justice, cultural heritage, health, media, and development.

Key Responsibilities:

- Assist in planning and implementing qualitative and quantitative research projects
- Support fieldwork operations including logistics, data collection, and coordination with stakeholders
- Conduct literature reviews and prepare annotated bibliographies
- Transcribe and code data for analysis using NVivo, SPSS, or STATA
- Contribute to report writing, policy briefs, and publication content
- Provide administrative support to training programs and academic events organized by SRD

Eligibility Criteria:

Education:

- Bachelor's or Master's (completed or ongoing) in Sociology, Anthropology, Development Studies, Public Health, Economics, or related social science disciplines

Experience:

- Minimum 6 months of experience in research (academic or institutional); fresh graduates with strong interest in research are encouraged to apply
- Experience with data collection and software such as SPSS, NVivo, or Stata is preferred

Skills:

- Strong analytical and writing skills in both Bangla and English
- Ability to work independently and manage multiple tasks
- Willingness to travel for fieldwork and extended stays in rural regions

Salary & Benefits:

- BDT 15,000 – 20,000/month (for full-time interns/assistants based on experience)
- Certificate, field travel allowance, and access to training resources
- Opportunities for co-authorship in SRD publications

Application Process:

Interested candidates should send the following documents to **mdnomanamin@gmail.com** with the subject line:
"Application for Research Assistant – [Your Full Name]"

1. Updated CV (not more than 3 pages)
2. A short cover letter (max 300 words) expressing interest and relevant experience
3. (Optional) A sample of written work or previous research experience

Only shortlisted candidates will be contacted for an interview.