

# Work with SAWTEE

## Vacancy announcement

Research/Programme Associate

**Date posted:** 30 March 2021

South Asia Watch on Trade, Economics and Environment (SAWTEE) is a regional network that operates through its secretariat in Kathmandu and member institutions from five South Asian countries, namely Bangladesh, India, Nepal, Pakistan and Sri Lanka. The overall objective of SAWTEE is to build the capacity of concerned stakeholders in South Asia in the context of liberalization and globalization. Policy research and dissemination, capacity building, and policy advocacy are SAWTEE's major strengths.

SAWTEE is looking for a young, dynamic, and dedicated Nepali citizen for the position of Research/Programme Associate at its office in Kathmandu.

## Job description

- Contribute to the organization's research works by conducting data analysis and providing substantive inputs.
- Provide support to the organization in the implementation of existing projects and programmes.
- Undertake research and programme-related works as assigned.
- Undertake editing works and assist in the preparation of concept notes and proposals.
- Assist in organizing workshops, seminars and meetings.
- Prepare summaries and reports of projects and different activities of the organization.
- Participate in workshops, seminars and meetings and make presentations as necessary.

## Required skills

- Strong command over Nepali and English languages (both writing and speaking).
- Excellent interpersonal skills.
- Strong research skills, including utilizing available secondary data, data cleaning and analysis, and employing econometric techniques using statistical software.

## Qualification and experience

- Bachelor's Degree in economics, development studies, management or related field.
- Good understanding of economic, trade and development issues.
- Ability to proactively work with a diverse team and often under tight deadlines.
- Prior relevant work experience will be an advantage.

Interested candidates are requested to send their applications along with recent curriculum vitae through email at [sawtee@sawtee.org](mailto:sawtee@sawtee.org) with the subject line: "Application for the position of Research/Programme Associate" by 12 April 2021, 5:30 pm.

SAWTEE offers competitive salary and benefits. The position is initially for a one-year period with possibility of extension. There will be a three-month probation period.

Qualified women candidates, and candidates from marginalized groups are encouraged to apply.

Shortlisted candidates will be called for a written test and interview. Personal inquiries will not be entertained.

SAWTEE reserves the right to accept or reject any application without assigning any reasons whatsoever.

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