

Call for CDKN Regional Research Coordinator for Asia

The Climate and Development Knowledge Network (CDKN) is an alliance of six private and not-for-profit organisations, launched in March 2010. CDKN's purpose is to support decision-makers in developing countries in Africa, Asia and Latin America and the Caribbean to design and deliver climate compatible development. We do this by combining research, advisory services, knowledge management and capacity building processes in support of locally owned and managed policy processes.

CDKN commissions new policy-relevant applied research that responds directly to demands from developing country decision-makers. In the process, CDKN aims to strengthen research capacity and build more effective national and international research networks.

We are seeking to contract a Regional Research Coordinator as part of the CDKN Asia team led by LEAD Pakistan. The Research Coordinator will coordinate and implement the Asia regional research programme and optimise integration of research with other CDKN outputs. We are inviting CVs from qualified individuals interested in applying for this work. In brief, this includes:

- Programme manage the research activities in Asia, including programme level strategy development, planning, budgeting and reporting for Long term, short term, and Innovation Research Funding
- Project manage the research projects in Asia, including responsibility for procurement processes and documentation, overseeing project delivery, and ensuring efficient monitoring and evaluation
- Identify research project opportunities, specifically scoping and designing research projects with the regional research communities according to CDKN Research Strategy and the CDKN Asia Regional Strategy
- identify and select service providers/research partners based on an evaluation of their capacity and assessment of level of past research quality
- Build the external profile of the CDKN Research output in Asia by representing CDKN at relevant research and events, and engaging with climate change and development academics
- Manage the peer review process of research partner proposals, journal publications, and other outputs, when appropriate and required
- Coordinate with the CDKN Global Research team and CDKN Asia Research Advisory Fellows; manage integration of research programme with the Technical Assistance, Knowledge Management and Partnerships Outputs of CDKN
- Capture lessons and impacts from research initiatives for wider communication

This is a full time position over an initial period of one year, with possibilities of extension. The position is **based in Islamabad, Pakistan** and reports to CDKN Asia's Regional Coordinator.

Minimum skills and qualification required:

- Masters degree in a social science or relevant field (e.g. climate change, sustainable development, public policy)
- 4-5 years experience working in development sector and/or research, preferably designing and managing multi-project portfolios
- Clear understanding of project management processes and principles of research project design and coordination
- Ability to engage researchers, institutions and other stakeholders at national and global levels and cultivate partnerships for joint projects
- Excellent communication skills – both written and oral
- Experienced in carrying out literature reviews and desk based research
- Ability to effectively use Microsoft Office and web based programmes
- Willingness to travel frequently

If you are interested in applying, please email your CV with a cover letter to the CDKN Asia team (asia-enquiries@cdkn.org)

The application deadline is **28 August 2011**