



POSITION TITLE: QUALITATIVE RESEARCH ASSISTANT

REPORTS TO: Qualitative Investigator, Monash University Indonesia

PURPOSE: To support the qualitative formative study for the Sexual Violence Research Initiative (SVRI)-funded project “Adaptation, feasibility and effectiveness of a community-engaged intervention designed to reduce gender-based violence and increase access to justice for transgender women in Indonesia” led by Monash University Indonesia.

TYPE OF CONTRACT: Temporary contract up to 6 months (part-time)

SALARY: IDR 4.2 mill, gross / month

COMMENCEMENT DATE: July 2023

LOCATION: Jakarta, Indonesia

POSITION PURPOSE:

Monash University Indonesia is looking to appoint a qualitative research assistant to support the qualitative aspects under a new research project funded by the Sexual Violence Research Initiative. The project focuses on the adaptation, feasibility and effectiveness of a community-engaged intervention to address gender-based violence and increase access to justice for transgender women in Indonesia. The research will be implemented in partnership with Lembaga Bantuan Hukum Masyarakat (Community Legal Aid Institute), Jaringan Transgender (Transformasi) Indonesia (Indonesia Transgender Network), Sanggar Swara and Kebaya Foundation.

Under the supervision of the Qualitative Investigator, the successful candidate will provide assistance and support for the qualitative studies of the project. The candidate will be highly motivated, flexible, capable of working independently and as part of a team, and an excellent communicator.

The position will be based in Jakarta, with some flexibility to work from home/office.

KEY RESPONSIBILITIES:

1. Arrange for scheduled interviews and focus group discussions, as well as supporting the qualitative data collection process.
2. Collaborate with the Project Manager in obtaining data collection permits.
3. Managing qualitative data in collaboration with the Project Manager.
4. Support with qualitative data coding and analysis.
5. Support the preparation of presentations, data analysis and presentation, interim and final reports, ethics approval applications, research permits, and publications.
6. Implementing and executing qualitative research methods, including provision of facilitation and training to peer researchers and field staff.
7. Undertake other relevant duties from time to time as reasonably required, including administrative work in support of the project under supervision of the Project Manager.

KEY SELECTION CRITERIA:

Education/Qualifications

The appointee will have:

- A Bachelor's degree qualification in a relevant field (e.g. health sciences, women and gender studies, social work, etc) with relevant experience; or
- Demonstrable qualitative research expertise; or
- An equivalent combination of relevant experience and/or education/training.
- Prior experience and demonstrated knowledge of diverse issues related to gender-based violence, and transgender health and wellbeing.

Knowledge and Skills

1. Experience with qualitative research methodology.
2. Experience working with populations facing marginalization and social exclusion.
3. Experience preparing research ethics and permits in Indonesia (particularly Jakarta and Yogyakarta)

4. Excellent oral and written communication skills in Bahasa Indonesia, writing skills and critical thinking skills.
5. Exceptional organizational and time management skills, ability to multi-task and set priorities to meet tight deadlines.
6. Strong interpersonal skills including demonstrated collaborative abilities and approachability.
7. Demonstrated ability to work both as an effective member of a team, as well as independently with minimal supervision.
8. Advanced computer literacy, particularly in Microsoft Office applications (Word, Excel, PowerPoint, Outlook), and experience working in the virtual environment, with the ability to provide high level coordination and support to virtual and in person meetings, training workshops and events.

Desirable:

1. Good working knowledge of spoken and written English language skills.

HOW TO APPLY:

Please send a CV and cover letter detailing how your skills, qualifications and experience match those required in the position criteria to Dr Gabi Sudewo (anindita.gabriella@gmail.com) by **5pm Wednesday, 21 June 2023** Jakarta time (WIB).

It is expected that interviews will be held from 23-26 June with a commencement date in July 2023 or as soon as possible afterward.

*Transgender and gender-diverse individuals are encouraged to apply.
Please note that we can only accept applications from individuals who have the right to live and work in Indonesia.*