

# OPEN VACANCY

## Recruitment Notice

CRRC-Armenia Foundation is looking for a **research curious, detail-oriented** and **committed** individual to join its aspiring team, as a Research Programs Assistant. This is a unique opportunity to contribute to and participate in various research work the Foundation undertakes. The ideal candidate will have **fundamental knowledge and/or background in social sciences** (economics, sociology, anthropology, political science, conflict studies, psychology, human geography, social statistics, etc.) and will be open to **accepting challenges and growing** together with the Foundation.

The details of the vacancy are presented below.

<b>1. BASIC DETAILS</b>	
<b>Title:</b> Research Programs Assistant <b>Title in Armenian:</b> «Հետազոտական ծրագրերի կոսուներ օգնական»	<b>Application deadline:</b> July 2, 2025, 17:00, Yerevan time
<b>Name of Employer:</b> Caucasus Research Resource Center-Armenia (CRRC-Armenia) Foundation	<b>Location:</b> Yerevan, Armenia (traveling ~20% of time)
<b>About CRRC-Armenia:</b> Caucasus Research Resource Center (CRRC)-Armenia Foundation is a regionally focused and Armenia-based independent, non-partisan research institution, where research lives. Our core mandate is to address national and regional socio-economic and political challenges via high-quality data collection, analysis, and enhancement of the scientific capacity of the research community. We are recognized nationally and internationally as a leading force in social science research and to influence policy making agenda in the country by setting the highest international standards in research and building a vibrant community of social scientists. On top of multi-method data collection and analysis, CRRC-Armenia also serves as a resource center, with open and freely available data, dozens of scientific papers, research reports, and policy briefs. Since its establishment in 2003, researchers engaged with CRRC-Armenia have been benefiting from the Foundation's methodological trainings, local and international conferences, summer schools, and a library with more than 2000 contemporary publications in social sciences and humanities.	
<b>2. REPORTING STRUCTURE</b>	
<b>Reports to:</b> Head of Research Programs	
<b>Next in the Reporting Line:</b> Deputy Research Director	
<b>3. JOB</b>	
<b>Purpose of Job:</b> Provide comprehensive support to the programmatic research activities at the Foundation.	<b>Term:</b> Full-time, with three-month probation period, with possible extension
<b>Position Summary:</b> The Research Programs Assistant at the Caucasus Research Resource Center-Armenia supports both qualitative and quantitative research projects. Responsibilities include coordinating and implementing research, contributing to toolkit development, coordinating fieldwork, and assisting with training and events. The role requires strong organizational, communication, and research skills, and involves both independent and team work. Flexibility and occasional travel within Armenia are essential.	

## 4. PRIMARY DUTIES AND RESPONSIBILITIES

### I. Program and Project Coordination and Implementation (~30%)

- Assist in coordinating CRRC-Armenia quantitative and qualitative programs/projects.
- Contribute to the creation of tablet form questionnaires, perform first-hand analyses, and clean data.
- Coordinate small-scale projects, their components, or parts of larger projects.
- Communicate with research department representatives and collaborators, as well as other departments of CRRC-Armenia.
- Support the planning and execution of selective research components.
- Develop texts for analytical reports and research tools, including summaries, observation notes, and alike, and conduct literature reviews.
- Explore datasets of CRRC-Armenia, National Statistical Committee, and other databases to serve individual project needs.

### II. Fieldwork Implementation (~30%)

- Upon assignment, visit fieldwork sites for checks and for conducting interviews.
- Contribute to toolkit development, recruitment of research participants, and visiting fieldwork sites for checks and interviews.
- Supervise and coordinate fieldwork, select interviewers, and organize trainings for fieldwork staff.
- Perform data quality control, data cleaning/archiving, and develop charts and tables with accompanying documents.

### III. Training, Event, and Meeting Support (~5%)

- Assist in developing training/event implementation packages (announcements, applications, handouts, evaluation forms, etc.).
- Communicate with training participants, conduct or contribute to conducting of the trainings, and evaluate trainings.
- Develop educational and training content and associated evaluation forms.
- Participate in meetings, workshops, seminars, and other events organized by CRRC-Armenia.
- Take meeting observations and notes when needed.

### IV. Administrative Support (~10%)

- Support the Finance & Operations department in study participant recruitment and contracting fieldwork staff.
- Prepare, proofread, print, organize, store project documentation, as needed.
- Help with fieldwork memos and other field documentation.
- Help map, check, and track tablets before training and after fieldwork.
- Contribute to the development and archiving of program-related documentation.

### V. Other duties as needed to further CRRC's overall goals and projects' implementation (~5%)

## 5. REQUIRED QUALIFICATIONS

### MINIMUM REQUIREMENTS

1. Researcher mindset and research curiosity.
2. Undergraduate degree, preferably in social sciences (economics, sociology, anthropology, political science, conflict studies, psychology, human geography, social statistics, etc.).
3. Excellent command of written and spoken Armenian.
4. Advanced command of written and spoken English.
5. Basic ability to develop data collection instrument and understanding of principles of measuring societal phenomena.
6. Basic skills of data collection, cleaning, and analysis.
7. Mobility and cultural flexibility towards visiting regions of Armenia, staying overnight, and working weekends and after hours (subject to later compensation).
8. Medium experience with qualitative & quantitative research software (e.g., Word, Excel, PowerPoint, Google Suite, SPSS, STATA, R, Survey CTO, NVivo, etc.).
9. Strong commitment to teamwork.
10. Strong organizational and time management skills.
11. Strong computer literacy.

### ADDITIONAL QUALIFICATIONS CONSIDERED AN ADVANTAGE

- Graduate degree in social sciences
- Excellent command of written and spoken English
- Good command of other international languages (e.g., Russian, Georgian, etc.)
- Self-starter with the ability to work in a team
- Mature judgment combined with a problem-solving approach
- Knowledge of ethical principles of research involving human subjects
- People-oriented, enthusiastic, good negotiator, strong intercultural communication skills, team player
- Ability to work with minimal supervision when requested
- Patience and flexibility when working under pressure
- Active willingness to enhance knowledge through training, personal initiative, and teamwork

## 6. HOW TO APPLY

Interested candidates with appropriate qualifications are welcome to apply for the job by **July 2, 2025, 17:00**.

A **complete** application **must** include the following documents:

1. CV
2. Motivation Letter
3. Reflective Assessment Form ([download](#) and complete)

Please submit all documents by email to [arpine.arakelyan@crrc.am](mailto:arpine.arakelyan@crrc.am), with "**Research Programs Assistant**" in the subject line. **Incomplete applications will be disqualified** during the technical screening phase. Only short-listed candidates will be contacted for an interview.

## 7. RECRUITMENT PROCESS KEY DATES

<b>July 2</b>	Deadline for submitting applications
<b>July 3</b>	Technical screening and disqualification of incomplete applications
<b>July 4-11</b>	Review of qualified applications
<b>July 14-18</b>	Interviews with shortlisted candidates
<b>July 21-24</b>	Final selection and notification of results
<b>July 25-31</b>	Pre-onboarding welcome package
<b>August 1</b>	Expected start date (negotiable if absolutely needed)
<b>August 1-8</b>	Onboarding week

## 8. TERMS AND CONDITIONS

### **Binding Terms:**

This Job Description serves as an Annex to a contract. All financial, administrative, legal, and other associated matters are specified in the contract. The latter, in full alignment with CRRC-Armenia Policies & Procedures, serves as the binding point of reference for both sides.

### **Holidays and leaves:**

20 working days of annual leave per calendar year, in addition to Armenian public holidays (up to 12 working days). Monthly day offs and sick leaves are granted.

### **Health Insurance:**

Permanent staff are entitled to the Group Health Insurance Scheme.

### **Hours:**

40 hours per week, 09:00 – 18:00. Lunch time - 1 hour (13:00-14:00). For separate cases the working hours and place are negotiable with the Supervisor and upon notice. The schedule and place of work are negotiable with the Supervisor and upon notice.