

Job Vacancy: Young Research Fellows Program Coordinator

Future Forum is an evidence-based think tank created in 2015 that focuses on research, analysis and public policy in the Kingdom of Cambodia. Future Forum's overall objective is to encourage intellectual research and analysis, to positively influence the policy narrative in Cambodia at the local, national and international levels, employing policy debate, analysis and recommendations to inspire Cambodian people – especially youth – to achieve democratic, political and socio-economic change that will benefit all peoples of Cambodia.

Future Forum now seeks a Program Coordinator with previous experience with research and analysis and a strong interest in public policy. The Program Coordinator will: coordinate the YFP program, including organizing lectures, seminars, and assessments; develop and update the YFP curriculum; maintain a database of external mentors, and provide support for young fellows.

Responsibilities:

Reporting to the President and Director, the Program Coordinator's primary responsibilities involve the following:

1. Program Coordination

- Invite public policy experts to conduct lectures and lead seminars for the YFP. Lecture on research or critical thinking skills as needed.
- Develop Individual Knowledge Assessment (IKA) and self-assessment.
- Facilitate external mentor relationships with young fellows
- Assist the Research Director in updating the program curriculum.
- Update the President and Director on YFP progress.
- Lead program's annual recruitment efforts of young fellows.

2. Mentoring

- Support young fellows' as they develop their individual research projects
- Answer questions and respond to concerns of young fellows.

3. Other Duties

- Support the Director and Deputy Director in fundraising and reporting activities (including occasionally updating and writing concept notes, grant proposals and donor reports, and developing project budgets).
- Update and maintain Future Forum's website and social media accounts.
- Support Future Forum's other activities: community of researcher, the Cambodia We Want Policy Forum and the Civic Education component.¹
- Other duties as required.

Candidate Requirements

¹ Please refer to our website at www.futureforum.asia for more information about Future Forum's programs.

- At a minimum, an MA degree in public policy, development policy, international relations/affairs, economics/political economy, or related fields.
- Previous work experience related to conducting research and analysis.
- Strong interest in Southeast Asia, Cambodia and Cambodian politics and policy issues.
- Research project management/ coordination skill is a must.
- Fluency in English (reading, writing and speaking).
- Strong communication skills, both written and verbal.
- Background in research (quantitative and/or qualitative) and/or statistical analysis skills preferred.
- Basic knowledge and understanding of web and social media platforms preferred.

Other Information

The position is based out of Future Forum's office in Phnom Penh; occasional travel to other parts of the country may be required. Future Forum is not in a position to pay relocation expenses.

This is a full-time position, gross salary will range from USD 2000- 2500 plus insurance benefit, depending on the person recruited for this position.

Application Procedure

Interested candidates should submit their CV/Resume, a cover letter and an unedited writing sample (such as academic papers, research reports, policy briefing notes or published media work) to info@futureforum.asia no later than **20 June 2018**. Only shortlisted candidates will be contacted.