



Job Vacancy: Research Associate

Location	:	Telecommute
Hours	:	Full-time
Contract	:	Fixed Term
Salary	:	Negotiable

About us:

The Global Center for Good Governance in Tobacco Control (GGTC) is a combination of the academic discipline, diversity, and global reach of the School of Global Studies, Thammasat University and the expertise of Southeast Asia Tobacco Control Alliance (SEATCA)'s leaders in countering tobacco industry interference to move tobacco control measures forward at the national, regional, and global levels.

With the support of the Ministry of Public Health Thailand, GGTC was designated by the FCTC Secretariat to serve as the Knowledge Hub on Article 5.3 to promote the tobacco control treaty obligation on protecting public health policies against tobacco industry interference.

Our Mission:

We aim to lead in providing the world with the capacity to promote policy coherence in tobacco control and to counter tobacco industry interference at the national, regional, and global levels.

The Project:

The Stop Tobacco Organizations & Products (STOP) project, funded by Bloomberg Philanthropies, is aimed at establishing a tobacco industry watchdog. The project had been awarded to a partnership among the Global Center for Good Governance in Tobacco Control, Thailand, the Tobacco Control Research Group at the University of Bath, United Kingdom, and the International Union Against Tuberculosis and Lung Disease and Vital Strategies, New York.

Duties:

The Research Associate is expected to:

1. Provide relevant website and social media contents for the Knowledge Hub / GGTC website
2. Market and promote the relevant websites and the tools therein including through e-updates and social media platforms; actively promote the use of the Knowledge Hub's resources.
3. Develop / maintain an inventory/ database of resources; Ensure proper data sorting and presentation
4. Draft and/or provide research assistance and editing assistance in the development of a variety of materials such as research papers, briefing papers, fact sheets, tools, reports, and other related documents.
5. Engage with partners / experts to host a database of 5.3 materials/ to contain information on TII
6. Prepare documents for publication including proofreading, fact checking, and editing
7. Undertake resource and media monitoring, analysis, and reporting
8. Coordinate and provide assistance to conduct relevant meetings.
9. Supervise website content/ design development and improvements
10. Manage/ facilitate and promote e-learning programs.
11. Perform other related functions.

Education:

Criteria	Essential	Desirable
Bachelor's degree (or equivalent) in public health, public administration, governance, social sciences, political science, economics, or a related field from a reputable university.	√	
Other relevant qualifications or postgraduate training in the aforesaid areas.		√
Masters degree in the aforesaid areas. (or its equivalent)	√	

Experience, skills, and aptitudes:

Criteria	Essential	Desirable
Experience in research coordination and knowledge management.	√	
Experience in database management as well as website management and administration.	√	
Ability to interact effectively with all levels of the organization, including senior management.	√	
Proven networking skills, and the ability to proactively build productive working relationships with internal and external partners/stakeholders.	√	
Competence in the use of social media.	√	
Excellent writing, proofreading, and editorial skills with exceptional attention to detail.	√	
Ability to multi-task and to remain calm, effective, positive, in control, and good humored even when under pressure and tight deadlines	√	
Ability to consistently approach work with energy and a positive, constructive attitude.	√	
Initiative in identifying and recommending new approaches.	√	
Willingness to work flexibly as part of a team and respond to urgent requests.	√	
Flexibility to work across a range of disciplines, cultures, and time zones.	√	
Well-versed with the use of journal databases	√	
Advanced Microsoft Project, Excel, PowerPoint, and Word skills.	√	
Working knowledge on information and communications technology (ICT) and familiarity with Adobe softwares, Wordpress, MediaWiki.		√
Creative ability to design infographics.		√
Excellent written and verbal communication skills; fluent in spoken and written English.	√	
Ability to communicate in at least one (1) additional official language of the United Nations: Arabic, Chinese, French, Russian, and Spanish.		√
Strong background in tobacco control work and clear understanding of tobacco control issues.		√
Knowledge and experience of working in public health, policy advocacy, policy-making, and research.		√
Ability to focus on impact and to take ownership for delivering outcomes.	√	

Core values, guiding principles, and competencies:

- **Integrity:** Demonstrate consistency in upholding and promoting the values of GGTC.
- **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

- **Cultural Sensitivity and Valuing Diversity:** Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.
- **Ethics and Values:** Demonstrate and safeguard ethics and integrity.
- **Organizational Awareness:** Demonstrate corporate knowledge and sound judgment.
- **Development and Innovation:** Take charge of self-development and take initiative.
- **Work in Teams:** Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- **Communicating and Information Sharing:** Facilitate and encourage open communication and strive for effective communication.
- **Self-Management and Emotional Intelligence:** Encourage learning and sharing of knowledge and demonstrate informed and transparent decision making.

How to apply:

Interested candidates are invited to submit their CV, letter of interest, and other work-related credentials in English to admin@ggtc.world, with the subject line “Research Associate” not later than 15 February 2020, 5:00 pm (Bangkok time). Please include your salary expectations. Only shortlisted candidates will be contacted by 20 February 2020