Research Associate - UNDP

UNDP was established in 1965 by the United Nations General Assembly. UNDP is the UN's global development network, and one of the world's largest inter-governmental development agencies

Location: Beirut, Lebanon

Deadline for Applications: July 17, 2024

Contract Duration: 1 year

Major: degree in Business Administration, Economics, or any related field

Experience: 4 – 7 years of experience

Major Responsibilities:

- Contribute to background research relevant for the project mainly the collection of socio-economic data as well as productive sectors indicators, which will be relevant for the short-listing of economic sectors that will form the basis of the intervention.
- Gather relevant and corresponding socio-economic gender related data.
- Support the gender specialist in collecting and gathering the relevant data needed for the elaboration of the gender strategy.
- Support in mapping and identifying relevant stakeholders involved in key trade processes.
- Review and proofread all information posted on the various platforms that will be developed by the project including the Help Desk platform, the Market reports, the Business Matchmaking Platform, the Lebanon Export Academy, the newly automated procedure among others.
- Conduct benchmark analysis of export training programs in services related sectors.
- Review all content provided by the implementing partner on training curricula
- Identify potential list of host institutions for the Trade Help desk and gather corresponding data that will support in the short listing and selection of the host institution.
- Populate, develop, and maintain database of SMEs supported by UNDP, leveraging existing data from various projects and the newly populated data.
- Populate, develop, and maintain database of women-led SMEs supported by UNDP, leveraging existing data from various project and the newly populated data.
- Continuously monitor and collect all economic related indicators relevant to the project.
- Populate, develop, and maintain database of all potential private sector partners across all of Lebanon and across relevant productive sectors.
- Support in drafting and developing surveys that will be launched by the project, in addition to generating relevant data, chats and reports for analysis and policymaking.
- Provide support to other capacity building activities, including to the design and delivery of tools, materials for workshops, or platforms that tap into the collective intelligence of communities and mobilize action.
- Provide support in the dissemination and sharing of relevant data and lessons learned within the CO and regionally.
- Keep pulse on emerging best practices nationally, regionally, and internationally that relate to the work of the assigned project.

- Make sound contributions to knowledge networks and communities of practice. Support compiling and systematizing project knowledge, products and tools as well as their wide distribution to partners.

Additional Requirements:

- Ability to build and maintain partnerships, networks of stakeholders, Governments, civil society and private sector partners, experts, and others in line with UNDP strategy and policies
- Strong record in conducting research, synthetizing information gathered to develop analysis, generating data and charts, extrapolation from available information, and identifying relevant sources to collect information.
- Proven understanding and working knowledge within Lebanon's socio-economic context are an advantage.
- Previous experience with the UN, UNV, NGOs or international organization(s) is an asset.
- Knowledge and ability to use the various statistical tools (CAS, Customs, etc) related to Lebanon socio-economic situation and ability to carry out analysis (forecasting, etc) is desired
- Demonstrated ability to develop surveys through using various survey tools such as survey monkey and to generate data from it is an asset.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb; Ext. 7801; 7802