



Porsesh Research and Studies Organization
Terms of Reference – Research Intern (Paid)

Post Title: Research Intern

Duration: 2.5 months (March-15 May)

Duty Station: Kabul

Supervisor: Lead Researcher

Salary: 6000 Afs/ month for lunch, top up cards and transportation

Gender: Female

Organizational Background

Porsesh Research and Studies Organization (PRSO) is an independent non-profit and nongovernmental research organization based in Kabul, Afghanistan. PRSO is established with a vision to produce and disseminate quality research, promote research based decision making culture in Afghanistan. PRSO works primarily on research topics with an applied approach. PRSO is managed by a team of young Afghans committed to the development of Afghanistan adhering to democratic values.

Position Objectives

Research Intern will be responsible to review and collect relevant literature on Afghan local dance, coordinate the interview and actively participate in data collection, data entry, transcription and translating the data to English.

Major Duties and Responsibilities:

- Review the literature – collect secondary data
- Prepare brief notes
- Coordinate the interviews
- Accompany the research team to the field
- Actively participate in data collection
- Transcribe the data and type the interviews
- Translate the data
- Assist in compiling the data under supervision of the her supervisor
- Any other task assigned by the supervisor

Minimum Qualifications:

The incumbent should:

- Have Bachelor's degree
- Strong communication skills
- Some work experience in office setting and event management
- Fluency in English, Dari and Pashtu
- Ability to organize and manage information in an optimum manner
- Ability to work in a team environment
- Ability to work independently and show initiative

Expected Guidance and Support for Interns:

Daily guidance/support is available from supervisor.

This position provides the intern with the opportunities to:

- Work in a formal office setup and get information useful for the research
- Understand the data, research procedures, data collection, cleaning and initial analysis.
- Communicate and engage with people from different walks of life
- Experience working in the field

Application

Applicant should send her CV/Resume, a maximum of three pages, and a covering letter to info@porseshresearch.org, explaining how your skills and experiences match with the requirements of the position.

The closing date for receipt of applications is 25 Feb 2018.