



Job Description: Research Fellow

The International Presentation Association (IPA) will be leading an in-depth research project focused on various aspects of the elimination of violence against women and children, such as transforming gender stereotypes. The Research Fellow will contribute to this research by conducting an in-depth study, inter alia, on the pathways, approaches and policies of changing gender stereotypes/norms and for bringing about transformative change. Working in collaboration with the IPA NGO Representative at the UN, the research fellow will participate in research, data collection, analyzing and reporting of information gathered during research. The position requires good understanding of contemporary issues of violence against women and children, as well as experience in applying quantitative and qualitative research methods. She/he will have the opportunity to participate in relevant events and other meetings at the United Nations and civil society working groups, either virtually or in-person acquiring experience in international affairs, networking, public speaking etc. Planning events, creatively conveying research findings, and supporting the IPA staff are also components of the position. The research fellow will have access to a UN grounds pass as deemed appropriate by the IPA NGO Representative. If deemed appropriate, the research fellow may also be provided with a letter of recommendation and reference at the completion of the project.

Qualifications

- Bachelor's degree in relevant field (e.g. gender studies, human rights, international relations, development studies, political sciences, social research, or related social sciences field).
- Master's degree preferable.
- Relevant research experience in the field.
- Sound understanding of research methodologies.
- Strong analytical skills; attention to detail.
- Good written and verbal communication skills.
- Fluency in English (speaking, listening, reading, and writing); competence in Spanish and/or Portuguese or other language an advantage.
- Ability to articulate and implement the vision, mission and purpose of the IPA.
- Understanding of, or experience in, the UN environment preferable, but not necessary.

Responsibilities

- Collect and analyze information and interpret respective data related to violence against women and children;
- Develop methodologies and gender analysis;
- Conduct literature reviews and review statistics;



- Conduct fieldwork and tests when required, as well as protect databases and confidential information;
- Summarize project results, track progress and prepare progress and findings' reports and presentations for the IPA and partner organizations;
- Write and contribute to publications;
- Attend project meetings and other meetings as necessary;
- Represent the IPA NGO Representative in NGO working groups at the UN, international events, and conferences relevant to the research and the organization's mission and vision;
- Report to and work primarily with the IPA NGO Representative; Work with the IPA Executive Director and other IPA staff, when required;
- Engage in other research as necessary.

Accountability

In this position, the research fellow has overall accountability to the IPA Executive Director and daily accountability to the IPA NGO Representative, as directed dependent on the task.

Location, Hours & Starting Date

This position is a 6-month contract anticipated to begin on September 1st, 2021. The ideal candidate can work based in the IPA New York office and/or remotely on a part-time basis (up to 20 hours/week), with the possibility of renewal, contingent upon available funding, satisfactory performance, and need for the position. The organization typically operates during normal business hours (9am-5pm, Monday-Friday) with some exceptions. This position may be terminated by either party at will (with two weeks' notice, if possible).

Benefits

- One-week paid vacation (five workdays).
- Two days of paid sick leave (if more are needed this can be negotiated).
- Paid holidays that include the following: one day each for Thanksgiving, Christmas, New Year, July 4, Memorial Day, and Labor Day.
- This position does not offer health or retirement benefits.

Salary

Salary is negotiable and commensurate with experience, ranging \$20,000-\$25,000 for the six-month contract. Salary will be paid on a monthly basis for the duration of the contract at the end of each month.



To Apply

- Send an up-to-date resume, cover letter, and contact information of two references to the following email addresses: ipa.ngo.rep@gmail.com AND execdirectoripa@pbvm.org
- Use the Subject Line: RE: IPA Research Fellow

Review of applications will begin August 10, 2021 and continue until the position is filled. For full consideration, please apply by August 9, 2021. Interviews will be conducted via Zoom.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

The International Presentation Association (IPA) is an equal opportunity and affirmative action employer. The IPA is committed to providing equal employment opportunity without regard to race, color, religion, sex, gender identity, sexual orientation, national or ethnic origin, age, disability or status.