Research Assistant

Role Definition
The Research Assistant contributes to the organisation’s development by supporting the Measuring Justice team with conducting research, assisting in acquisition, project management and implementation.

Tasks & Responsibilities
- Conducts high quality socio-legal research and analysis based on desk research as well as processing of quantitative and qualitative data
- Researches topics that support team activities, prepares summaries and statistical overviews.
- Writes clear and concise pieces of texts on relevant research topics.
- Co-ordinates and supervises the process of producing high quality articles, reports and presentations.
- Scouts acquisition opportunities and supports the team with (grant) acquisition.
- Maintains relationships and correspondence with clients and partners.
- Organises and facilitates team meetings.
- Provides project management support – planning and keeping track of project activities, reporting progress and results.

Key outcomes
- On-time delivered and clear analysis.
- Well-structured and compelling texts on relevant research topics.
- Clearly outlined acquisition opportunities.
- On-time and quality team support with (grant) acquisition.
- Effective and smooth correspondence with clients and partners.
- Successfully organised and facilitated team meetings.
- On-time and quality articles, reports and presentations.
- Effective and efficient project management support for the team.

Role Requirements
- Bachelor/Master degree in International Business and/or Management, Law or Social Sciences (economics, political science, public administration, research) or equivalent.
- Experience with research and project management.
- Solid research and analytical skills.
- Good analytic and presentation skills.
- Good writing skills.
- English (proficient), French (proficient) and Dutch are an advantage.
- Knowledge and skills with statistical research and packages such as Stata/SPSS.
- Experience with desktop publishing packages such as Adobe InDesign/Microsoft Publisher is an advantage.
- Excellent command in Excel.

HIIL IN A NUTSHELL

We are based in The Hague and offer an inspiring work environment. HiIL forms a community of determined people who are passionate about social impact. We believe that everybody should have access to justice.
Access that is effective, safe, fast, easy to understand and affordable. That’s why justice innovation is needed. We see ourselves as friendly rebels who have the courage, wisdom and creativity to help provide for the justice needs of people around the world. We have a strong action orientation and can be qualified as stubborn optimists. Data and evidence is important in all we do. HiiL is an equal opportunity, international employer; what matters to us is your dedication and ability to organise social impact.

WE OFFER YOU

- A full time position. Initial contract for 7 months with the possibility to extend.
- A dynamic, informal, international and multidisciplinary setting in a small innovation-focused organisation with unique expertise.
- A competitive package of primary and secondary employment benefits.
- If this sounds like something you’d like to explore further, please send your CV and Motivation Letter in English attn.kavita.ziemann@hiil.org.