

Al Qasimi Foundation Position Overview: Research Associate

**About Us**

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research was established in 2009 to aid in the social, cultural, and economic development of Ras Al Khaimah, a northern emirate in the United Arab Emirates (UAE). Established through Emiri decree by His Highness Sheikh Saud bin Saqr Al Qasimi, UAE Supreme Council Member and Ruler of Ras Al Khaimah, the Foundation is considered a non-profit, quasi-governmental organization

As a valued part of our team, you will work alongside talented people from a large variety of personal and professional backgrounds. We are strong believers in investing in our people and strive to help each person achieve their best through development of skill sets and training.

**About the Role**

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| **Research Associate** |
| Hours of Work | Monday – Thursday: 8.25 – 5pmFriday: 8.25 – 4pmFlexibility is required as some late evenings and weekend work will be required as per Foundation needs |
| Location | RAK Gas Building, Ras Al Khaimah |
| Contract Type | Full time, permanent (2-year renewable contract) |
| Reporting to | Deputy Director |
| Sponsorship | 2-year renewable sponsorship |
| Minimum Requirement | Bachelor’s degree |

The Research Associate is responsible for conducting, supporting, and promoting high quality research focused on supporting the economic and social development of Ras al Khaimah, with a particular focus on education. Examples of previous research areas include at-risk and marginalized youth, parental involvement, and the role of philanthropy in education.

The Research Associate reports to the Head of Research and is part of the Research Department. This position works closely with all departments to support, plan, conduct, and evaluate internal research and programs. It also works collaboratively with external partners both locally and overseas for research initiatives.

**Responsibilities**

To support the Research Department objectives and overall mission of the Foundation:

* Generate and support innovative, high-quality research on education and related policy areas to inform decisions and support the creation of relevant effective public policies
* Develop and provide strategic services and support to build individual and local capacity in education
* Build a spirit of community, collaboration, and shared vision through purposeful engagement that fosters meaningful relationships among individuals and organizations
* Continue personal and professional development and share best practices with the team
* Plan, conduct, and support with internal AQF research (30%)
* Communicate research results for internal and external audiences through publications and presentations (30%)
* Support research programs, as needed (15%)
* Maintain and improve external partnerships (10%)
* Support interns, visiting scholars, and other individuals connected to AQF (15%)

**About You**

The successful candidate will have a proven track record in a similar role.

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| Position Requirements |
| Core Competencies/Skills/Knowledge | Expected Proficiency Level  |
| Master’s Degree | Required – ideally in international and comparative education, economics, or a related field |
| English written communication | Advanced |
| Proven track record of publication | Advanced – sample to be submitted during application stage |
| Research Skills | Advanced |
| Analytical Skills | Advanced |
| English Language Skills | Native English speaker or equivalent proficiency  |
| Multi-cultural Professionalism and Experience  | Advanced |
| Time Management  | Advanced |
| Professional Writing and Editing | Advanced  |
| Presentation Skills  | Advanced |
| Statistical Software Skills | Intermediate |
| Documentation and Information Management | Intermediate |
| Communication and Relationship Management | Intermediate |
| Project Design Management  | Intermediate |
| Team Coordination | Intermediate |
| Public Relations | Basic |
| Budget Management | Basic |
| Arabic Language Skills | Preferred, but not required |
| Social media | Preferred, but not required |
| International Experience/ Relevant Work Experience | Not required but advantageous |

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| **Skills, abilities and knowledge** |
| Strong verbal and written communications skills |
| Strategic Development and planning |
| Excellent organizational skills and attention to detail skills. |
| Ability to plan and deliver targets within a set time frame |
| Excellent presentation skills |

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| **Personal Attributes** |
| Ability to work as part of a team and autonomously, using own initiative |
| Be a team player with a collaborative working style and clear focus on given targets and delivering outcomes successfully |
| Passionate about the exploration of cutting-edge technologies |
| Passionate about the role and the Foundation – Modelling the values and visions at all times while representing the Foundation |
| Energetic and enthusiastic |
| Strong interpersonal skills |
| Willingness to attend or work at, where necessary, commitments outside of “normal” working hours.  |

**How to Apply**

We appreciate your interest in working with us. We are committed to recruiting great people who want to make a difference. To find out more about the role and submit your application, please visit our website: <https://www.alqasimifoundation.com/career>