

## **Research Assistant Job Description**

**Title:** Research Assistant

**Location:** Egypt (Remote/Home-based)

**Duration:** One year

**Contact type:** Full-Time consultant contract (32 Hours per week)

**Remuneration:** 300 EUR Monthly (or what is equivalent in EGP)

**Start Date:** As early as possible

**Deadline to Apply:** 10th of April 2023

**Department:** Research, archive, and documentation

### **Background:**

Cairo 52 is a research Institute that aims to restore the balance to the scale of justice by reproducing simplified legal materials and connecting those materials to the concept of fundamental human rights, as stated in national and international laws and as it is protected in the Egyptian Constitution. The Center will enable people to know their full legal rights, as stated in the Egyptian Constitution and international law, without misleading or failing to fully state the facts to persons if they appear before the law enforcers. The organization promotes, defends, and advocates for sexual and bodily freedoms, defined as the rights of sexual and gender minorities, sex workers, people living with HIV (PLHIV), and others. The Institute has four current active programs Legal Aid, Alternative Media, Research and Archive, and Documentation.

### **About the position:**

Cairo 52 is seeking a highly talented individual to join its research team to work on current research projects in the Institute and to maintain an active database of current and future data at Cairo 52. The new research assistant should demonstrate commitment to human rights issues Cairo 52 works on and is expected to contribute actively to Cairo 52's publishing portfolio. The Research Assistant is expected to be a team player with deep experience working on sensitive human rights issues such as sex workers and LGBTQ+ rights.

### **Role and responsibilities:**

- Design and implement archiving plans for current and future data in the Institute. Work on maintaining and expanding the current database at Cairo 52. Deliver the required outputs in a timely manner. Work with other team members to strengthen the security of such data.
- Improve the outreach portfolio of Cairo 52 by expanding and maintaining networks within the key populations the Institute's research focus on.
- Work on identifying new content to be added to the database (case law, news articles, religious opinions, etc.)
- Transcript and analysis interviews done by the research team provide primary briefs on finding based on that analysis.
- Contribute to the publishing prototile of Cairo 52 by authoring high-quality content (op-eds, policy briefs, reports, etc.) for the Institute's website.

- Attend weekly team meetings and communicate with the rest of the team on the work process. Cooperate with other divisions if necessary.
- Perform any other duties as assigned.

### Competencies:

- **Education:** Minimum Bachelor's degree in law, sociology, gender studies, international relations, political science, or any other related discipline.
- **Experience:** Minimum one year of demonstrated experience working on sexual and bodily freedom issues in Egypt
- **Languages:** Excellent oral and written communication skills in English and Arabic are required
- **Values:** Demonstrated commitment to the values and ethos of Cairo 52
- **Outreach and awareness:** Experience working on issues of interest of Cairo 52's work, especially LGBTQ+, Sex Workers, and PLHIV rights. Experience in engaging with the key populations of those groups. Demonstrate sensitivity and awareness towards the issues of interest of Cairo 52.
- **Database management and data analysis:** Experience in collecting, archiving, and analyzing data. Demonstrated understanding of data ownership and ability to design security plans to maintain data security.
- **Research & analytical skills:** Demonstrate a good understanding of research methods and analytical skills. Ability to transcript interviews, focus groups, and surveys and visualize the findings to a public audience.
- **Writing and communication:** Experience authoring articles on sexual and bodily freedoms in Egypt. Ability to deliver outputs within timeframes. An active listener and good communicator. Ability to make sound decisions and to be a leader when necessary. Eager to learn and expand on their knowledge.
- **Organizational skills:** strong attention to detail, ability to work under pressure under tight timelines, comfortable working independently, and can design realistic work schedules.

Interested candidates should submit an updated CV (3 pages max), a cover letter outlining their related experience and how they are a good fit for the position, a brief writing sample (Arabic or English), and contact information of two references, academic or non-academic. All required material should be submitted to [info@cairo52.com](mailto:info@cairo52.com). Don't hesitate to contact us by email if you have any questions.

At Cairo 52, diversity is at the core of the Institute's work and values. We are committed to providing equal employment opportunities for everyone regardless of their background identity. Cairo 52 does not discriminate based on disability, age, gender identity and expression, national origin, race and ethnicity, religious beliefs, sexual orientation, or criminal record. We encourage candidates from all backgrounds to apply, but we give priority to individuals representing the key populations we work with. Thus, individuals with lived experience as sex workers, queer, or PLHIV are highly encouraged to apply.