



The Tea Leaf Center Co., Ltd
www.thetealeafcenter.org | theetealeafcenter (Facebook)
Chiang Mai, Thailand



Job Description: Research and Training Assistant (Burmese-Language)

Deadline: July 2, 2021

The Tea Leaf Center

The Tea Leaf Center is a social enterprise research and training consulting firm based in Chiang Mai, Thailand. We support locally-led research by providing tailored coaching and training, on-call support, and platforms to connect research.

The Tea Leaf Center was registered as a company limited in Thailand in 2019. Since its formation, the Tea Leaf Center and its directors have conducted evaluations and other research for international and local NGOs and conducted trainings on writing and research for local organizations working in environmental conservation, land rights, public health, migrant education, human rights and other areas. We have also worked with a local university to support quality academic research in Myanmar.

The Position

The Tea Leaf Center is hiring a long-term Research and Training Assistant to support trainings, research, evaluations, assessments, and other similar projects. The Research and Training Assistant will help with projects for the Tea Leaf Center's clients, identify new opportunities for collaboration and assist in organizing events to support locally-led research. This position will be full-time. The position will offer many opportunities for learning and growth, including learning new research methods and taking increasing amounts of responsibility in training research projects (along with respective increases in pay). Since the Tea Leaf Center is still in the start-up phase, this position gives the opportunity to contribute to the development of the organization. The position will involve a one-year contract with a three-month probation period.

Responsibilities

- Assist on research projects, planning & logistics, recruiting and supervising enumerators (when relevant), and contributing to research, analysis and report-writing.
- Assist on training projects, including planning & logistics, needs assessments, developing curriculum and providing facilitation and/or translation support during the training (depending on the needs of the participants).
- Help build and maintain relationships with local and international non-profit organizations in Thailand (and in other countries in Southeast Asia, when travel becomes possible).
- Assist in organizing online events to promote locally-led research, including webinars, forums, roundtables and others.



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- Create and post relevant social media content, under supervision of Director(s), to update the Tea Leaf Center's audiences about our work and promote knowledge about research.

Qualifications (required)

- At least a Bachelor's degree (or relevant 3 years' experience) in social science, development, international relations or other relevant field.
- Experience working with local or international non-profit organizations.
- Proficient Burmese and English (spoken and written).
- Commitment to empowering local communities and civil society organizations.
- Willing to learn new skills and contribute to different areas of the Tea Leaf Center's work and organizational development.
- Demonstrated ability to work respectfully and inclusively with people of diverse backgrounds, including ethnic and religious minorities and other marginalized populations.

Qualifications (preferred, one or more)

- Experience in conducting qualitative and/or quantitative research, including surveys, interviews, focus group discussions and/or participatory research, even at data collection level or for monitoring and evaluation purposes.
- Proficient in another regional language, including Shan, Karen (Sgaw or Pwo), Thai or other.
- Have basic knowledge in photo and/or video editing software.
- Experience in helping with online trainings, webinars, meetings or other activities.

Compensation

The Research and Training Assistant will receive a monthly salary of 15,000 THB per month, plus an additional amount based on the days per month worked on paid research projects.

How to Apply

Send the following application materials to info@thetealeafcenter.org with the subject line “**Research Assistant**” by **July 2, 2021** (applications will be reviewed when received and a decision may be made before the deadline):

- CV/resume;
- Cover letter explaining relevant experience and reasons for applying; and
- The names and contact information of two references, including (if possible) at least one with direct knowledge of the applicant's research experience/skills.