

Vacancy

Research Assistant, LSE Middle East Centre

The LSE Middle East Centre seeks a part-time Research Assistant to provide efficient, comprehensive and proactive support for a research project on water management in Basra, Iraq, led by Centre Director, Dr Michael Mason. This post will be based at the LSE Middle East Centre and will report to Sandra Sfeir, Projects Coordinator.

Start Date: 2 December 2019. The contract will run until 31 May 2020.

Hours: Averaging around 14 hours per week over the duration.

Pay: £16.74 per hour

Responsibilities

- Provide research support to the Principal Investigator in Arabic and English.
- Locate, access and communicate relevant information on water management projects in Basra, including from foreign donors.
- Liaise closely with and monitor Iraqi research assistants undertaking primary data collection.
- Conduct literature reviews on Iraqi politics, with a focus on southern Iraq/ Basra.
- Summarise and assist with translating key documents in Arabic.
- Assist in the writing of reports and other research outputs.
- Provide administrative support to the Principal Investigator, including organising fieldwork, workshops, seminars and other project activities.
- Update the project webpages in close liaison with the Communications team.
- Monitor project timeline, reporting and outcomes.
- Provide financial administration, including: monitoring and processing project expenditure and liaising with LSE Research and Innovation.

Person Specification

- An ability to carry out detailed desk research in Arabic and English.
- Excellent verbal communication skills (Arabic and English).
- A Bachelor's degree in the social sciences or in Middle East studies.
- Experience of project administration.
- An understanding of Iraq's post-2003 politics.

Closing date for applications: 18 October 2019 (23.59 UK time)

To apply, please send a CV and short covering letter to Sandra Sfeir, Projects Coordinator, LSE Middle East Centre: s.sfeir@lse.ac.uk.

All candidates must have the right to work in the UK at the time of application and are asked to confirm this in their covering letter.

Interviews will be held on **24 October 2019** at LSE.