

ROLE PROFILE OF SOCIAL RESEARCHER

Centre for Research and Development (CRD) established in 2017 in Dhaka, Bangladesh as development research and consulting firm and transitioned to a limited company in 2023. CRD is specialized organization for strategy (sustainability) and system design (MEAL Framework, ToC), plan development (M&E Plan, gender action plan), conducting research, evaluation, assessment, and facilitate customized training. CRD's work spread over in different thematic areas including gender, agriculture, livelihood, WaSH, SRHR, GBV, emergency response, education, ICT4D, Financial Inclusion, community empowerment and gender equality. CRD has worked on projects in Bangladesh, Afghanistan, Nepal, the Philippines, India, Ghana, Zimbabwe, South Africa, Lesotho and Sri Lanka, funded by different donors' agencies including European Commission, USAID, Embassy of Japan, UN agencies (UNDP & UN Women). For more information, please www.crdbd.org.

CRD is looking for a young, dynamic and hardworking professional for the position of “**Research Assistant/Officer-Research and Evaluation**” to support its growing research team.

CRD will offer the position of **Research Assistant** or **Research Officer** based on the candidate's relevant experience, academic qualifications, and interview performance.

Position Details:

Position: Research Assistant/Officer

Report To: Deputy Manager- Research & Evaluation

Key Responsibility:

1. Developing research proposals and preparing research reports in English.
2. Developing Data collection tools development by using digital tools like Kobo, SurveyCTO etc.
3. Collecting data through digital devices (such as mobile phone & Tablet).
4. Conducting field research (FGD, KII, IDI & Community Score card etc.).
5. Transcribing & translating field notes/ FGD/KII/IDI/Case Studies in English.
6. Provide support in drafting training and workshop reports, recording meeting minutes, and preparing observation reports.
7. Supervise enumerators and ensure effective management of field operations.
8. Any other work assigned by supervisor or management.

Educational Requirement:

Must have Masters in Sociology, Social Work, Anthropology, Women & Gender Studies, Political Sciences, Social Welfare, Urban and Regional Planning, Economics/ Development Studies/International Relations/Education, or other related subjects under the domain of Social Sciences.

Experience & Skills Requirement:

1. Minimum 6 months research experience for research assistant and two years' experience for officer, preferably in a similar organization.
2. Proficient in speaking and writing in formal English/Bangla.
3. Skilled in transcribing and translating field notes/findings.

4. Have good data analytical skills on quantitative and qualitative data by using software like MS Excel, SPSS/STATA and NVIVO etc.
5. Able to travel extensively in remote areas of Bangladesh and follow instructions of field supervisor.
6. Able to execute plan with specific targets and deadlines.
7. Ability to work independently and collaboratively in a fast-paced environment.
8. High level of integrity and sense of maintaining confidentiality.

Monthly Salary

The consolidated monthly salary is negotiable, depending on the candidate's experience.

Other Benefits

1. Mobile phone allowance.
2. Subsidized Lunch.
3. Mentorship support to pursue foreign education.
4. Capacity building opportunity.
5. Professional networking.

Job Location

Tulip Garden (1st Floor), House #6, Road #4, Block #A, Chandrima Model Town, Mohammadpur, Dhaka-1207(including field trips as per project requirement).

Application Procedure:

Interested candidates are requested to apply with CV and cover letter in one single documents to Managing Director, Centre for Research and Development Ltd. (CRD), Email: recruitment@crdbd.org by 15 July 2026. **Applicants who do not submit their cover letter and CV as a single combined document will be disqualified from the recruitment process.**

Please use the following email subject line: ***Application for Research Assistant/Officer – Research and Evaluation.***

Applications will be reviewed on a rolling basis; thus early submission is encouraged!

The position will be filled up immediately and the successful candidate is expected to join soon.

Special Note: Candidates without relevant experience and those who have not completed a Master's degree are kindly requested not to apply.