**Job Description**

**Research Assistant (Consultant)**

**Indo-Pacific Electronics Supply Chain Worker Rights Research Project**

**Position Overview:**

ICF is hiring a part-time Research Assistant (Consultant) to support our Lead Labor Researcher with the Indo-Pacific Electronics Supply Chain Worker Rights Research Project on behalf of the U.S. Department of Labor (DOL), International Labor Affairs Bureau (ILAB). The project seeks to understand the status of worker rights and worker organizations in the electronics sector in Taiwan. The research conducted for this project includes both desk research and in-country field research to be conducted between January and April of 2024.

**Position Responsibilities:**

* Carry out desk research to:
  + Identify, summarize, and analyze Chinese (Mandarin) language sources that answer the project’s key research questions. Sources may include government data, news stories, academic studies, and civil society research.
  + Identify stakeholders in the electronics sector in Taiwan to interview including labor unions, civil society organizations, government actors, business associations etc.
* Provide field research support including:
  + Assist with the design and translation of interview and focus group questionnaires.
  + Conduct interviews and focus group discussions with stakeholders.
  + Transcribe and translate interview and focus group discussion data. Assist with the coding and analysis of interview data.
  + Assist with the planning and coordination of transportation, lodging, and scheduling for the Lead Labor Researcher’s field visit.
* Communicate regularly with the Lead Labor Researcher to:
  + Provide updates on the status of project tasks.
  + Review and reflect on desk research and field research findings.
  + Develop an understanding of the local political, economic, and social context surrounding the electronics sector and electronics workers in Taiwan.

**Required Qualifications:**

* Advanced proficiency in Mandarin Chinese and English.
* A deep understanding of public policy, political-economy, and political dynamics in Taiwan. Familiarity with the country’s history, cultures, and social dynamics is preferred.
* Two years of research experience in professional or academic settings; advanced proficiency in qualitative research design and implementation including creating interview questionnaires, conducting interviews and focus group discussions, undertaking observational research, and transcribing, translating, and coding data.
* Demonstrated familiarity with topics in labor research such as industrial labor relations, occupational health and safety, labor law, workers’ rights, organized labor, migrant labor, supply chains, and gender equity in the workplace. Specific familiarity with one or more of these topics in the context of Taiwan.
* Proficiency in Microsoft Office products including Word, PowerPoint, and Excel as well as Adobe Acrobat.
* Master's degree completed or currently enrolled in a doctoral (PhD) program in Sociology, Anthropology, Political Science, Labor Relations, Economics, Science and Technology Studies, or related field. Must have completed coursework and be in the ABD stage of program completion. Applied researchers and independent scholars are also welcome to apply.

**Preferred Qualifications:**

* Experience conducting qualitative research on workers and worker rights in the electronics sector.
* Deep familiarity with the electronics sector and related supply chains; technical understanding of electronics products and component parts, materials sourcing, and production processes.
* Experience conducting research on migrant workers.

**Professional Skills:**

* Follows detailed instructions, meets deadlines, and conducts work in a professional and courteous manner.
* Organized, detailed, and thorough planner and researcher.
* Communicates effectively with academic, professional, and lay audiences.
* Learns quickly and possesses an open mind.
* Creative, analytical, and adaptive thinker.

**Compensation:**

Compensation for this role will be competitive and based on qualifications and experience.

**Application Procedure:**

To be considered for the position, qualified applicants should send a CV and cover letter to: [brandon.hunter@icf.com](mailto:Marina.Ratchford@icf.com) with the subject line “Research Assistant (Consultant).” If you have any questions about the position, please direct all inquiries to the same email address. We will review applicants on a rolling basis and until the position is filled.