



Centre  
for Integrated  
Urban Development  
(CIUD)  
*.....fostering livable cities*

## **Research Officer Position Description**

### **Job Summary**

The Research Officer is responsible for assisting in the day-to-day implementation of research projects of Centre for Integrated Urban Development (CIUD), helping in the design of individual studies, reviewing literature, undertaking fieldwork, data collection, and preparing reports and articles. The major work includes, but is not limited to, the research and documentation of Traditional Culture, Religion and Archaeology. The research officer will report to Program Manager and Executive Director.

### **Responsibilities**

- Conducting research on heritage sites from both tangible and intangible aspects, including primary and secondary data collection, conducting field research, and interviewing experts, stakeholders, and locals.
- Planning and designing research projects, developing research plans, preparing research protocols, and identifying appropriate research methods and techniques.
- Collecting data and memory mapping with wards and local groups.
- Collecting data through surveys, interviews, and focus group discussions, analyse the data, and present it in the appropriate formats.
- Writing papers and reports and summarize findings as per the requirements of the projects/ programs.
- Validating and sharing research findings with partners, stakeholders, and locals.
- Coordinating with the community/ key informants/relevant stakeholders to arrange meetings and confirming schedules.
- Documenting the data collected in audio, video, photographs, and written format.
- Undertaking other tasks as required or as directed by the site coordinator/ program manager.

### **Required skills and abilities, experience, and interest:**

- Excellent verbal and written communication skills
- Excellent interpersonal skills and respect for others.
- Demonstrated ability in writing reports, articles and reporting skills in English and Nepali.
- Time management skills.
- Proficient with Microsoft Office Suite and project management tools.
- Fluent in written and spoken Nepali and English. Proficiency in Nepal Bhasa will be preferred.
- An interest in the culture, heritage, and traditions of Kathmandu Valley will be preferred.
- Time flexibility as per the requirements of the position.

### **Education and Experience**

- Master's degree in any relevant field with a minimum of 1 year of experience or Bachelor's degree in any relevant field with a minimum of 3 year of experience