



RESEARCH ASSOCIATES

SUMMARY

The Centre for International Governance Innovation (CIGI) is a global think tank based in Waterloo, Ontario. Created in 2001, it conducts policy research on international governance issues, including the global economy, energy and environment, development and global security. CIGI has openings for 3 full-time Research Associate positions carrying a one year contract with a possible extension of an additional year.

Each Research Associate is responsible for providing research and some administrative support to the director and other members of the Global Economy program. The program's research and policy analysis covers global economic governance issues -- including the G20, multilateral financial institutions and international monetary relations -- and their intersection with the global economy.

Of the 3 openings, one position requires sound knowledge of economic analysis/econometrics; one other position requires sound knowledge in international political economy/global economic governance. Prior exposure in providing related assistance on policy analysis and/or research is preferred.

KEY RESPONSIBILITIES AND DUTIES:

- Research support on data collection and analysis
- Assistance in writing research papers, policy briefs, commentaries and op-eds
- Assistance in the organization and scheduling of research meetings, workshops, and conferences
- Liaising with Public Affairs to develop program outreach materials
- Other research and administrative tasks as needed

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge and understanding of key policy and research issues on the international financial architecture, international economic affairs and global governance
- Strong verbal, communications and interpersonal skills
- Proficiency in the use of MS Office
- Ability to access and utilize online scholarly and research materials
- Ability to meet deadlines in a fast paced work environment
- Ability to handle multiple assignments and undertake research assignments with minimal supervision



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- Excellent command of the English language, both spoken and written
- Familiarity with international datasets, statistical software and programming languages is an asset for those applying with an economics background

QUALIFICATIONS

- Master's Degree in Economics/Econometrics/Global Governance/Political Science/International Relations/Law
- Previous experience in research or policy analysis assistance through internships or while pursuing graduate work is highly desirable

Interested applicants are invited to send a cover letter, resume and salary expectations to careers@cigionline.org by May 31, 2013. We appreciate all candidates' applications but only those selected for an interview will be contacted.