We are seeking an enthusiastic and capable full-time Research Assistant at the Centre for Family and Population Research, Faculty of Arts and Social Sciences, National University of Singapore for commencement as soon as possible. The appointment will be *tenable for a period of 1 year* at the first instance, with the possibility of renewal.

The Centre for Family and Population Research in the Faculty of Arts and Social Sciences (FASS) in NUS is dedicated to scientific advancement of research and training in the study of trends, determinants, and consequences of family and population changes, particularly changes in Asia.

The duties of the Research Assistant include the following:

- Assist in research projects including library research, data analysis, and writing reports
- Assist in Research proposal preparation as well as research grant management
- Assist in organizing research events
- Design and implement research communication platforms
- Develop and maintain the Centre’s web portal to publicize activities of the Centre
- Write research briefs and centre reports
- Other ad-hoc duties as assigned

**Job requirements**

The candidate should possess the following:

- A Bachelors’ or Masters’ Degree in a humanities or social sciences discipline from a recognized university
- Research interest in humanities or social sciences, preferably topics related to the Centre’s research themes such as family, population and labor market
- Excellent written and spoken communication skills
- Quantitative research skills is a plus
- Strong organizational skill and interpersonal skill
- Experience in website management is a plus

**Invitation to apply**

Interested applicants are invited to send the following list of documents to Centre for Family and Population Research via email: cfpr@nus.edu.sg to Ms Sascha Ng. Deadline of application is *6 March 2019*. We regret that only successful candidates will be notified via email.

1. Cover letter and Resume (outlining your interest, qualifications, expected salary and publications if any)
2. Personal particulars form
3. NUS Personal Data Consent for Job Applicants
4. Copies of degree scrolls and transcript of grades
5. Recommendation letters from 3 referees

For more information, please visit our website: [http://www.fas.nus.edu.sg/cfpr/joinus/index.html](http://www.fas.nus.edu.sg/cfpr/joinus/index.html)