

We are now recruiting for the position of **Research Network Coordinator** to support the planning and implementation of the next phase of the [IDRC Research Chairs Network on Forced Displacement](#).

This is a full-time, grant-funded fixed term, based at Carleton University in Ottawa, Canada.

The IDRC Research Chairs Network on Forced Displacement is a collaborative project, focused on supporting collaboration between twelve Research Chairs based in the global South working on forced displacement issues and amplifying the work of the Chairs to global research and policy audiences. Following the principles of [localizing knowledge production](#) and the value of [localized knowledge ecosystems](#), the Network responds to the priorities and opportunities identified by Chairs in the global South.

This initiative is funded by Canada's [International Development Research Centre](#) (IDRC) and is supported by Carleton University.

The Research Network Coordinator will lead in the implementation of the goals and activities of the Network and will oversee all aspects of the day-to-day functions of the Network.

The position is under the supervision of the Project Director, [James Milner](#), Department of Political Science and Project Director of the Local Engagement Refugee Research Network (LERRN), and will work closely with other members of the [LERRN Secretariat](#).

Position duration: 12 months, full time (35 hours per week), with the possibility of renewal (pending available funding)

Location: Ottawa, Canada

Start date: 24 July 2024

Remuneration: C\$72,000 to C\$78,000 per annum, depending on experience, plus benefits

Application deadline: 24 June 2024

Responsibilities:

The Research Network Coordinator will hold responsibilities in the areas of Network Collaboration, Project Management, Research and Policy Facilitation, Knowledge Mobilization, and Network Sustainability.

Network Collaboration

Duties in this area will include, but not be limited to:

- In collaboration with the Research Chairs, develop, manage and support the realization of Network activities, events and outputs, including collaborative and thematic research outputs and publications.
- Maintain regular contact with the IDRC Research Chairs and other involved partners through on-line meetings and other tools.
- Schedule and host ZOOM meetings to discuss issues of shared concern, identify new opportunities and exchange outputs.
- Lead in the planning and coordination of in-person meetings of the Network.
- Support and facilitate the participation of all Research Chairs in Network meetings in English, French or Spanish, including through the use of the Wordly translation app.
- Maintain and moderate a WhatsApp group for the IDRC Research Chairs Network.

Project Management

Duties in this area will include, but not be limited to:

- Oversee all aspects of the day-to-day functions of the IDRC Research Chairs Network.
- Coordinate the inputs of team members, including those supporting administrative and communications aspects of the project.
- Coordinate with the LERRN Secretariat in its support of Network activities.
- Lead in the documenting of best practices for fostering South-South research collaboration.
- Support the development of mechanisms to achieve recurring reflection among all members of the Network.
- Support the tracking and management of the Network's budget.
- Support the processing of eligible expenses relating to the Network.
- Support the Principle Investigator in fulfilling reporting requirements.
- Assist with other project management tasks as requested by the Project Director.

Research and Policy Facilitation

Duties in this area will include, but not be limited to:

- Support the work of the Network's Research Working Group in co-creating and implementing a strategy to support comparative research initiatives among the Chairs.
- Support the development of collaborative publications by the Chairs, include special issues and edited book collections.
- Support the editing and publication of Network Working Papers.
- Support the design and implementation of regional comparative research projects.
- Support the work of the Network's Policy Working Group in co-creating and implementing a policy advocacy strategy for the Network.
- Support the development of a mapping of traditional and non-traditional policy actors with which the Network can engage.
- Support the development and implementation of a policy engagement strategy, including engagement in key policy events and engagement with key policy actors.
- Support the work of the Network's Curriculum Working Group to develop new graduate teaching programs and to inform graduate teaching in the field of refugee and forced migration studies.
- Lead in the identification of external research funding opportunities and the development of additional applications for research funding.

Knowledge Mobilization

Working with the LERRN Communications Team, the Network Coordinator will:

- Facilitate the drafting, editing, and publishing of policy briefs, information sheets and research summaries based on the work of the Chairs.
- Lead in the planning and hosting of a webinar series featuring the work of the Network between September 2024 and May 2025.
- Lead in the planning of occasional in-person meetings of the Chairs and other partners.
- Lead in the development of web and social media content.
- With the support of a Research Assistant, maintain the website for the IDRC Research Chairs Network, using WordPress.
- With the support of a Research Assistant, support the development and maintenance of a social media presence for the IDRC Research Chairs Network.

Requirements:

The successful candidate will have:

- A PhD or equivalent in refugee and forced migration studies, or related field, with a substantive focus on, and research experience in the global South; **or** an MA or equivalent in refugee and forced migration studies, or related field, with a substantive focus on, and research experience in, the global South, in addition to 5 years of substantive engagement in collaborative research projects relating to forced migration issues in the global South.
- Demonstrated background in partnered research and research collaborations involving partners in the global South.
- A record of academic publishing relevant to the position and relative to career stage.
- Demonstrated experience in supporting the drafting, editing and publishing of working papers, policy brief, and similar outputs.
- Demonstrated ability to effectively interact with a diversity of global policy actors engaged in responses to forced migration.
- Demonstrated experience in project management and administration of grant-funded research, including budgeting, event planning, and project reporting.
- Demonstrated ability to work effectively in cross-cultural contexts, in a dynamic research team environment, and to manage the inputs of diverse team members.
- Excellent written and oral communication skills in English.
- Ability to collaborate with partners in French and/or Spanish.

This position will require occasional international travel to Network events.

Application process:

To apply, please send the following electronically to the Project Director (James.Milner@carleton.ca) with the subject line "IDRC Research Network Coordinator" by 9am EST on 24 June 2024:

- Cover letter (max 2 pages)
- CV (max 3 pages)
- Sample single-authored publication related to the position.
- Names of three reference (only references of short-listed candidates will be contacted)

Short-listed candidates will be contacted by 28 June 2024 to arrange an interview in person or virtually during the period of 2 to 4 July 2024.

About Carleton University

Carleton University is situated on unceded Algonquin territory and bordered by the Rideau River and the Rideau Canal, a UNESCO World Heritage site, in Ottawa, Ontario. The university is just minutes from the heart of our nation's government and G-7 organizations and this capital advantage provides opportunities for staff and faculty and students to make a positive impact in our community and around the world.

Named a Top 100 Employer in 2023 and 2024, and a National Capital Region Top Employer for 10 consecutive years, Carleton University is one of Canada's most resourceful and productive hubs of learning and research, fuelling a rich talent pipeline that is supporting social and economic renewal. The university's smart, caring and connected community inspires and empowers individuals to become change leaders who drive impact in the world while challenging conventional modes of thinking and

doing. At Carleton, we are committed to fostering an innovative, equitable and welcoming work environment. Carleton is also a nationally certified Healthy Workplace and is a recipient of the Canada Awards for Excellence, Healthy Workplace Order of Excellence and Platinum Level Certification for Mental Health at Work.

The university's [Strategic Integrated Plan 2020-2025](#) is an ambitious vision for the future, anchored in Carleton's strengths and student-centric, community-engaged values.

Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.