



POSITION: Assistant Researcher (Inclusive Youth and Gender) - Jordan

REPORTING TO: Principal Researcher

One growing network. One shared mission. *Are you passionate about inclusion and equality, and ready to make an impact in a startup organisation? Includovate (Include+Innovate) incubates inclusive and rigorous research talent. That talent will help to create a more equal world free from biases, where knowledge is co-created and justice is clearly defined. Your attitude matters more than your experience. We are not an NGO — we are a certified social enterprise, and this matters to our work ethic and how we measure our impact. We are a fast-paced organisation that values collaboration, innovation, capacity building, and a growth mindset. We seek individuals who are lifelong learners, diligent workers, empathetic, and supportive.*

Job Summary: Assistant Researchers turn data into information, information into insight, and insight into knowledge that informs decisions. Assistant Researchers use creativity and technical skills to locate data sources, gather, review, validate, protect, and store data, identify trends, patterns, and anomalies, and use findings to develop sound conclusions. They annotate and summarise literature, code data, and contribute to report and blog writing. Assistant Researchers create reports and presentations to summarise complex information. Assistant Researchers support the research team in delivering high-quality research outputs.

This role supports a principal researcher on an 18-month programme examining gender and youth school-to-work transitions among Syrian refugees. Includovate is the research and evaluation partner for the consortium programme.

Responsibilities and Duties:

- Coordinate own workload in collaboration with the line managers to deliver on-time, on-budget and on-quality products for team members.
- Knowledge of gender-sensitive and youth-centred programming
- Assist in the development of data collection tools
- Collect and analyse raw data/information to identify trends, patterns, anomalies, and other helpful and/or interesting information.
- Review literature on employment and education for refugee research topics critically to develop comprehensive and digestible summaries and reviews.
- Create reports and presentations to summarise findings and influence decision-making.
- Support team members to effectively achieve project objectives, budgets, and timelines, monitor progress, and evaluate performance.
- Willing to frequently travel locally for project-related fieldwork.

Includovate Pty Ltd

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Qualifications & Skills:

- **Education:** Master's degree in fields such as development studies, economics, gender & sexuality, sociology, or statistics.
- **Experience:** 0-3 years in research, M&E, or evaluation, with knowledge of research methodologies, data collection/analysis techniques, and literature review. Specific experience in qualitative data collection (surveys, interviews, focus groups) and ethical research processes is also needed.
- **Technical Skills:** Experience with household/programme datasets and research software (e.g., EndNote, Mendeley, NVivo, SPSS, STATA, Tableau, Microsoft Power BI).
- **Soft Skills:** Strong organisational, time management, analytical, critical thinking, presentation, and communication skills.
- **Language:** Fluency in both English and Arabic.
- **Adaptability:** Willingness to learn new techniques and adapt to challenges.

Attitudes:

- Listens well and communicates articulately.
- Plans and implements tasks efficiently.
- Eager to learn, adapt, and take smart risks.
- Values feedback, equality, and collaboration.
- Committed to gender equality and feminist principles.

Work Location: Must be physically present in Amman. While it is largely a remote assignment, there is a fieldwork requirement for research activities. Successful candidates must have access to a computer or laptop with a high-speed internet connection.

Employment Type: This is an eighteen-month, full-time, contractual position with a high probability of extension based on performance and financial considerations.

Work hours: Flexible working arrangements apply, with some work falling outside core business hours to accommodate time zone differences.

Remuneration: We offer competitive remuneration depending on the candidate's base location and role suitability.

Where to apply: Interested candidates are requested to fill out the job application **here - [Click](#)**

ABOUT INCLUDOVATE

Includovate is an innovative research incubator dedicated to creating a more equitable world by tackling inequality and exclusion. We specialise in designing impactful interventions and leveraging cutting-edge research to reshape the complex social, political, economic, and environmental systems that perpetuate injustice. Our action-oriented approach focuses on 'systems change' to transform mindsets and dismantle structural barriers, delivering bespoke and manageable innovations that foster lasting gender equality and social inclusion.

At Includovate, diversity is our strength, reflected in our team, which includes individuals with disabilities in various roles, including researchers, employees, managers, and advocates. As a certified social enterprise, we reinvest our profits into independent research and capacity building, empowering local researchers in low-income countries and shifting the power balance of knowledge creation to the Global South. We champion flat power structures, fostering an environment of collaboration, participation, and open dialogue to ensure our solutions are inclusive and enduring. *For more details, please visit www.includovate.com.*

Includovate does not discriminate in hiring based on jewellery, dress codes, tattoos, gender identity, religious identity, race, colour, sexual orientation, age, disability, marital status, family or caregiver responsibilities, pregnancy, religion, political opinion, class, or social origin.

OUR VALUES:

- Learning: We stay curious and consider failure as a learning opportunity
- Integrity: We strive for excellence and take responsibility for ourselves, while also caring for others.
- Transparency: We are authentic and use a radical candour approach
- Equality: poverty, exclusion and discrimination can be overcome when we empower others and collaborate