

Junior Research Assistant - Digital Transformation Hub of Excellence

Number of Positions: 2

Position Summary

The Digital Transformation Hub of Excellence is seeking two **intellectually curious and motivated** individuals who are interested in understanding how digital technologies are reshaping economies, governments, businesses, and society.

This is a policy research apprenticeship and not a software development role.

We are looking for individuals who enjoy reading, writing, asking questions, analyzing evidence, and communicating complex ideas clearly. While an interest in technology and the digital economy is important, applicants are **not expected to have programming, software engineering, or advanced technical backgrounds**.

As an apprentice, you will work alongside researchers studying issues such as digital trade, artificial intelligence, digital infrastructure, data governance, innovation policy, startup ecosystems, and Nepal's broader digital transformation. You will contribute to research, stakeholder engagement, policy dialogue, and knowledge dissemination while gaining first-hand exposure to Nepal's evolving digital policy landscape.

This apprenticeship offers an excellent foundation for careers in academia, public policy, research, economic policy, international development, consulting, technology policy, governance, and related fields.

Areas of Work

- Digital economy and digital transformation
- Artificial intelligence and emerging technologies
- Digital public infrastructure
- Data governance and digital regulation
- Digital trade and cross-border digital services
- Innovation and startup ecosystems
- Technology-enabled public service delivery
- Digital inclusion and the future of work
- ICT industry development and digital competitiveness

Key Responsibilities

Research and Policy Analysis

- Conduct literature reviews on digital economy and technology policy issues.
- Review government policies, legislation, academic literature, international reports, and industry publications.
- Gather, organize, and synthesize qualitative and quantitative evidence from multiple credible sources.
- Monitor domestic and international developments in digital policy, AI, innovation, technology governance, and emerging digital trends.
- Support stakeholder consultations, key informant interviews (KIIs), workshops, surveys, and other research activities.
- Prepare briefing notes, background papers, policy summaries, presentations, and research documentation.
- Maintain research databases, references, datasets, and project documentation.

Policy Communication

- Contribute to research reports, policy briefs, presentations, articles, blogs, newsletters, and other knowledge products.
- Translate complex research into clear, concise, and accessible language for policymakers, businesses, and the public.
- Assist in developing presentation materials, infographics, and communication products.
- Support digital communications, including website content and social media.

Stakeholder Engagement and Project Support

- Coordinate with government agencies, development partners, private sector organizations, academia, startups, and technology ecosystem stakeholders.
- Support the planning and organization of policy dialogues, workshops, consultations, meetings, and dissemination events.
- Prepare meeting notes, document discussions, and follow up on action points.
- Assist researchers with project implementation, coordination, logistics, reporting, and other operational activities.

Qualifications

- Bachelor's degree completed (Master's students or recent graduates are encouraged to apply) in Economics, Public Policy, Development Studies, Political Science,

International Relations, Business, Law, or another relevant discipline in the social sciences.

- Strong interest in Nepal's economic development, public policy, and the digital economy.
- Demonstrated ability to conduct desk research and synthesize information from multiple sources.
- Excellent written and verbal communication skills in English and Nepali.

Candidates from non-technical backgrounds are strongly encouraged to apply if they demonstrate genuine curiosity about digital transformation and technology policy.

Technical Background

- Programming or software development experience is **not required**.
- Familiarity with statistical software (e.g., Stata, R, SPSS, or Python) is an advantage but not required. **We value a willingness to learn and the ability to apply analytical tools thoughtfully over prior technical experience.**
- Familiarity with digital technologies or the digital economy is an advantage, **but curiosity and willingness to learn are more important than technical expertise.**
- Basic familiarity with spreadsheets, presentation software, online research tools, and AI-assisted productivity tools is desirable.

What We're Looking For

We are looking for people who are intellectually curious, thoughtful, and eager to learn. The strongest candidates will demonstrate:

- **Strong writing skills** and the ability to communicate complex ideas clearly and concisely.
- An interest in public policy, economics, governance, innovation, or international development.
- Curiosity about how technology is transforming economies, governments, and society.
- The ability to synthesize information from multiple sources and identify key insights.
- The ability to work both independently and collaboratively in a dynamic environment.

An ideal candidate will also possess the following attributes:.

- Experience writing research papers, articles, blogs, newsletters, or policy pieces
- Previous internship, volunteering, research, or project experience.

- Exposure to digital economy, technology policy, startups, innovation, or entrepreneurship.

What You Will Gain

- Contribute to nationally relevant research on Nepal's digital transformation.
- Work alongside experienced researchers and policy practitioners.
- Gain exposure to interactions with government agencies, development partners, private sector leaders, technology companies, startups, academia, and civil society.
- Develop practical skills in policy research, stakeholder engagement, project management, and policy communication.
- Strengthen your analytical, writing, presentation, and communication skills through real-world assignments.
- Learn how evidence is translated into policy recommendations and public dialogue.
- Build expertise in one of the fastest-growing areas of public policy globally.
- Outstanding apprentices may be considered for future opportunities at IIDS, subject to organizational needs and performance.