

Junior Research Assistant/Analyst - Centre for Geostrategic Affairs (CGA)

Number of Positions: 2

Position Summary

The Centre for Geostrategic Affairs is seeking intellectually curious and motivated individuals who enjoy reading widely, thinking critically, and communicating ideas clearly.

We are looking for individuals who are interested in understanding how geopolitics, economics, technology, and public policy intersect, and how developments around the world influence Nepal's future.

Successful candidates will spend much of their time reading, researching, writing, synthesizing information, and engaging with policymakers, diplomats, academics, and development partners.

Whether your background is in International Relations, Economics, Political Science, Law, Public Policy, Development Studies, Journalism, History, Business, or another discipline in the Social Sciences, what matters most is intellectual curiosity, analytical thinking, and a willingness to learn.

Areas of work primarily includes:

- Nepal's foreign policy and strategic affairs
- Economic diplomacy and regional integration
- International political economy
- Geopolitics and major power competition
- Trade, connectivity, and supply chains
- Climate, security, and resilience
- Technology and geopolitics
- Migration and diaspora engagement
- Multilateral institutions and regional organizations
- Strategic foresight and emerging global trends

Key Responsibilities

Research and Policy Analysis

- Conduct literature reviews on geopolitics, international affairs, economic policy, and related topics.
- Review government policies, international agreements, academic literature, think tank publications, and policy reports.
- Gather, organize, and synthesize qualitative and quantitative evidence from diverse sources.
- Support stakeholder consultations, interviews, workshops, policy dialogues, and other research activities.
- Prepare briefing notes, background papers, policy summaries, presentations, and research documentation.

Publications and Policy Communication

- Contribute to research reports, policy briefs, editorials, commentaries, newsletters, and other publications.
- Support the Centre's quarterly publication program by assisting with research, editing, and coordination.
- Translate complex international developments into clear, concise, and accessible analysis for policymakers and the broader public.
- Assist in preparing presentations, event materials, and digital communications.

Stakeholder Engagement and Project Support

- Coordinate with government agencies, diplomatic missions, international organizations, universities, think tanks, and development partners.
- Support the planning and organization of policy dialogues, conferences, roundtables, workshops, and visiting scholar engagements.
- Prepare meeting notes, document discussions, and follow up on action points.
- Assist researchers with project implementation, logistics, reporting, and coordination.

Qualifications

- Bachelor's degree completed (Master's students and recent graduates are encouraged to apply) in International Relations, Global Affairs, Political Science, Economics, Public Policy, Development Studies, Law, Journalism, History, Business, or another relevant discipline in the Social Sciences.

- Strong interest in international affairs, geopolitics, economic policy, and Nepal's development.
- Demonstrated ability to conduct desk research and synthesize information from multiple sources.
- Excellent written and verbal communication skills in both English and Nepali.
- Proficiency in Microsoft Office applications.

Applicants from diverse academic backgrounds are encouraged to apply. We value intellectual curiosity and strong analytical and communication skills as much as prior subject specialization.

What We're Looking For

We are looking for thoughtful generalists with strong intellectual foundations. The strongest candidates will demonstrate:

- Excellent writing skills and the ability to explain complex ideas clearly and persuasively.
- Intellectual curiosity that extends across disciplines, with an interest in connecting developments in geopolitics, economics, technology, and public policy.
- The ability to synthesize information from multiple sources and identify the broader strategic implications.
- Critical thinking.
- Strong organizational skills and attention to detail.
- The ability to work independently while contributing effectively within a collaborative research team.

An ideal candidate would also possess the following attributes:

- Experience writing research papers, policy briefs, opinion articles, or long-form analytical pieces.
- Previous internship, volunteering, research, or project experience.

What You Will Gain

- Contribute to research on some of the most consequential strategic issues shaping Nepal's future.
- Work alongside experienced researchers and engage with diplomats, policymakers, academics, development partners, and international experts.
- Develop practical skills in policy research, strategic analysis, writing, stakeholder engagement, and project management.

- Strengthen your ability to connect global developments with domestic policy challenges.
- Gain exposure to international policy networks, conferences, dialogues, and collaborative research initiatives.
- Build a strong foundation for careers in international affairs, public policy, diplomacy, development, research, consulting, government, or postgraduate studies.
- Outstanding apprentices may be considered for future opportunities at IIDS, subject to organizational needs and performance.