

## **Tarayana Centre for Social Research and Development** **B-KIND | Bhutanese Knowledge for Indigenous Development**

1

### **Job Title: Social Scientist Transcriber (Part Time)**

**Term:** Recruitment of transcriber on a part time basis as per the requirements of B-KIND project.

**Eligibility:** Prior experience in transcribing various types of socio-cultural research interviews and/or experience with ethnographic fieldwork. BA in socio-cultural science or allied social science discipline. Minimum 2-5 years of experience

**Duty Station:** Tarayana Centre for Social Research and Development, Chhubachu, Thimphu

**Nationality:** Bhutanese

**Payment:** Output based, based on approximately 20 hours per week or more.

**DEADLINE: October 25, 2022 (end of day).**

### **Job Title: Social Scientist Transcriber**

The selected candidate will transcribe individual open-ended and semi-structured interviews, key informant interviews, oral histories and focus group discussion recordings undertaken by TCSRDR researchers as per the international research standards. They may be asked to carry out and/or contribute to peer-reviewing, writing, analysis, and other research related desk-based tasks.

### **Key Responsibilities and Technical Competencies**

#### **Core Competencies**

- Excellent language skills in English and Dzongkha.
- Good understanding of local dialects of Wangdue Phodrang, Punakha and Gasa.
- Excellent listening skills.
- Detailed oriented, meticulous and rigorous approach to transcriptions, work and research ethics.
- Solid IT skills with proficiency in Microsoft Office (word, excel, powerpoint, etc.)
- Highly efficient typing skills.
- Proficient in using transcription software.
- Understanding of socio-cultural methodologies, approaches and theories.
- Knowledge regarding socio-cultural issues in Bhutan.
- Dedication to the vision and mission of the Tarayana Foundation and TCSRDR.
- Knowledge about socio-cultural dimensions of climate change, organic agriculture, holistic food systems, wellbeing and GNH, and/or familiarity with the B-KIND field sites an added bonus.

#### **Responsibilities**

- Main responsibility will be to carry out meticulous, rigorous, systematic, and accurate transcriptions and translations of ethnographic interviews carried out by project researchers, to be transcribed in word.

## Tarayana Centre for Social Research and Development B-KIND | Bhutanesse Knowledge for Indigenous Development

2

- Systematically back up, file and record all transcription materials (recordings, transcriptions, analysis, summaries, etc.).
- The part-time researcher/transcriber may be asked to carry out peer-reviews, input into writing research outputs (i.e. working papers, monographs, articles, policy briefs, blogs, etc.), carry out literature reviews, analysis, attend workshops (i.e. present, act as discussant, etc.), etc. (if the researcher contributes to original papers or reports, due credit will be given, as per standard practices of research ethics).
- Analyze, summarize, highlight, and categorize patterns in the transcriptions as per the project's themes, ProDoc and research guide, if and as required.
- Attend regular B-KIND technical meetings (normally bi-weekly to monthly).
- Provide support in B-KIND events, meetings, workshops, conferences, if and as required.
- Follow and be fully committed to the parameters of the B-KIND Project Document.

### Conditions

- The transcriber must carry out transcriptions in the TCSRSD office.
- The transcriber may be required to use their own laptop and headphones.
- To ensure the confidentiality of the research participants, the transcriber will be required to follow data management plan protocols, including keeping the data under lock and key in the TCSRSD office.
- The transcriber should adhere to B-KIND research ethics guidelines at all times.
- The transcriber will be required to sign a confidentiality agreement pertaining to the research and ethics.
- Willing to work as a team member of the project.

### Minimum Qualifications

#### Education

- A minimum of Bachelor's Degree in social science disciplines such as BA in Anthropology, Sociology, Political Science, Political Ecology, Human Geography, Environmental Management, Development Studies, Gender Studies, and other allied social science disciplines.

#### Relevant Experience

- A minimum of 2-5 years of professional transcribing experience in research and/or academia, and/or experience with ethnographic fieldwork. BA in socio-cultural science or allied social science discipline.

### Documents Required for Applying to the Position

#### Upon application:

- A sample transcript of a previously transcribed interview.
- Detailed Curriculum Vitae/Resume.
- Academic Certificates and Transcripts (BA).
- Copy of Citizenship Identity Card.

#### Upon shortlisting:

The shortlisted candidates will be required to undergo an interview which may involve a pilot transcription. The shortlisted candidates are required to bring the following documents during the test:



## Tarayana Centre for Social Research and Development B-KIND | Bhutanese Knowledge for Indigenous Development

3

- Valid online approved Security Clearance
- Valid Medical Fitness Certificate for employment
- Valid Security Clearance
- No objection certificate from the employer if the candidate is an employee (if employed with another organization or position)
- Laptop and headphones

To apply for this position, kindly email your application with the subject heading “**Application TCSRSD Social Scientist Transcriber**” with the required documents to the email address: [bkindtarayana@gmail.com](mailto:bkindtarayana@gmail.com)

For further information about this position, B-KIND or TCSRSD, please contact the TCSRSD office at 02 330143 during normal office hours (M to F 9:00 am to 5:00 pm).

*TCSRSD actively supports equality, diversity and inclusion, and encourages applications from all sections of society. We especially encourage women research candidates to apply.*

### About The Tarayana Foundation

The Tarayana Foundation, established in 2003, is a public benefit organization registered with the Civil Society Authority of Bhutan. It works to support, uplift and enhance the lives of vulnerable individuals and communities in Bhutan. Tarayana works with and for rural communities in remote areas of Bhutan in the fight against multiple dimensions of poverty. It does so by complementing the efforts of the Royal Government of Bhutan in promoting prosperity, wellbeing and the four pillars of GNH (sustainable and equitable socio-economic development, environmental sustainability and conservation, cultural promotion and preservation, and good governance).

### About TCSRSD

The Tarayana Centre for Social Research and Development (TCSRSD) is the think tank and research arm of the Tarayana Foundation, focusing on action-oriented research. TCSRSD contributes to the Tarayana Foundation in realizing its vision of a happy and prosperous Bhutan through three objectives: 1) to carry out action-oriented social development research in the areas of socio-cultural landscapes, political-ecology, behavioral science, anthropological approaches, indigenous knowledge, and rural innovation that ensures bottom-up knowledge and actionable research; 2) to enhance development efforts by creating a repository and storehouse of knowledge from original research by the Centre and rural development initiatives of the Tarayana Foundation and to provide networking opportunities, knowledge-sharing and linkages amongst researchers, scholars, communities, development practitioners and other agencies in Bhutan, and 3) to develop reflexive approaches, social change pathways and theories of change that help to assess the impacts of the Centre’s research and activities on the ground.

### About the B-KIND programme

TCSRSD’s new research programme on Bhutanese Knowledge for Indigenous Development (B-KIND) focuses on adaptation to climate change, sustainable organic agriculture, holistic food systems and gender transformative change. Launched on August 1, 2021 with funding from the International Development Research Centre, the government of Canada, TCSRSD seeks a senior research intern to assist in leading and



## Tarayana Centre for Social Research and Development

### B-KIND | Bhutanesse Knowledge for Indigenous Development

4

implementing the action-oriented trans-disciplinary research project. This programme aims to enhance adaptive capacities and resilience of economically vulnerable rural women, men and youth, by developing rigorous evidence-based scientific and citizen-research that informs gender transformative climate adaptation practices and policies for improving sustainable rural livelihoods, integrated organic agricultural-food systems and gross national happiness.

#### B-KIND's Key Research Themes

- Sustainable Organic Agriculture
- Climate Change Adaptation
- Gender Equality and Gender Transformative Change
- Indigenous Knowledge
- Holistic Food Systems (food and nutrition security; healthy food consumption, diets and habits; and food production, distribution and value addition)
- Rural and International Development

#### B-KIND Programme Objectives

B-KIND aims to catalyze high-quality trans-disciplinary research that supports vulnerable mountain communities, and strengthens scientific research expertise and participatory community-driven research. It also aims to contribute to policy dialogue as well as to generate dynamic and innovative scientific and indigenous knowledge.

The programme seeks to i) To **generate knowledge** through scientific and citizen-research about locally appropriate organic agricultural-food systems, tradeoffs and gender transformative practices that enhance adaption to climate change, resilient livelihoods and wellbeing; ii) To implement in pilot sites action-oriented research on the use of **best organic farming practices and holistic food systems** that enhance the livelihoods of rural communities while strengthening local adaptation capacities, exchange networks and gender-equitable benefits; iii) to **strengthen the trans-disciplinary expertise**, scientific capacities, leadership and equitable opportunities of researchers, PhD and MA students, research institutions, and science-policy networks to contribute to national goals on climate change, food security, gender equality and gross national happiness; and iv) to **inform evidence-based policy processes** in Bhutan related to national plans for resilient organic farming, climate change agenda, gross national happiness, gender equality, and food and nutrition security and to enhance leadership and expertise on multidisciplinary research in the country.