



## RESEARCH ANALYST

Closing date: 15 October 2018

### ABOUT EQUILEAP

Equileap is an organization dedicated to accelerating gender equality in the workplace, improve the position of women and contribute towards a more equitable world for all.

We are located in London and Amsterdam. Equileap researches publicly listed companies and evaluates their performance based on gender equality criteria.

We research around 3000 companies from the 23 developed economies and evaluate them based on a number of gender equality criteria, which are part of the Environmental, Social and Governance (ESG) criteria. The gender equality criteria we use (Equileap Scorecard), include as gender balance in company boards and senior management, fair and equal remuneration policies, provision of maternity and paternity leave, skills development programmes and safety in the workplace.

We use this research to provide individual [Gender Equality Company Reports](#), the Equileap Gender Equality Global Report and Ranking ([View the 2017 Edition](#)) and the [Equileap Gender Equality Indices](#), which can be licensed for the purpose of investing in companies and portfolios that promote gender equality in the workplace.

### ABOUT THE WORK

In addition to our Global research, we constantly undertake new projects and are looking to extend our current research to new countries and markets.

For instance, one of the projects we undertook in 2018 involved researching gender equality in 500 US Public Companies, based on the Equileap Scorecard, with additional criteria on reproductive rights.

Other projects which are underway included researching companies in a number of emerging economies.

### ABOUT THE POSITION

We are seeking a motivated graduate / junior researcher to support our Global research, as well as specific projects and our research agenda in general, and contribute to making the workplace a more equitable place for women.

This is a position for someone with a strong interest in gender equality and ethical/impact investing.

The Researcher will be splitting his/ her time between a variety of projects and undertaking research for companies from other continents/ markets, supporting other projects and the research Equileap undertakes. He/she will also be supporting the Director of Research in managing and coordinating the organisation's research workstreams.

The Researcher can choose to work at our offices in Amsterdam or can work from his/her office or home and can have flexible working hours. This will be a one-year full-time position and the researcher will be delivering specific research every week/month (36 hour-week). Applications for a part-time role, pro-rata, will also be considered.

The research position requires good research skills, creative and critical thinking skills, good writing skills, as well as flexibility and adaptability as research goals are tailored to meet the needs of the project.

It is essential to have a good understanding of gender issues, be fluent in English and have strong reading skills in other languages (e.g. Spanish, French and/or Portuguese).

Familiarity with online research, company reporting, finance and large datasets are desired, and knowledge of Excel is essential.

## RESPONSIBILITIES AND TASKS

As part of your research, you will utilize open-source research methods to locate data in citations, literature and publications and transfer the data into a database or Excel. You should be able to conduct exhaustive online research online and be confident that if you did not find the data, it was because it was not there.

The research will include reading annual reports, corporate social responsibility (CSR) reports, company websites and other online publications in search of data, as well as potentially contacting companies (through email and telephone) to request and record data not easily searchable online. You will meticulously keep track of the data collected and the sources of where you collect the data.

You will have a variety of tasks and responsibilities and working on different workstreams. You will be invited to contribute with your ideas and knowledge in shaping our research.

## EXPERIENCE AND SKILLS

- Having completed a Bachelor in the Social Sciences,, Sustainable Finance, Economics and/or Gender Studies, Sociology. A Master's will be considered an advantage, but it's not a prerequisite.
- Excellent Knowledge of Excel
- Excellent research skills
- Comfort with data mining - includes experience accessing online and offline information resources, comfort synthesizing large amounts of information and a passion for a more just and equal world.
- Track record in academic excellence
- Ability to work independently, deliver to deadlines, and report back on a regular basis
- Accuracy and thoroughness
- Ability to prioritize, plan work activities and use time efficiently
- Good writing skills in English, ability to read/speak other languages always a plus (e.g. Spanish, French and/or Portuguese)

## HOW TO APPLY

Interested candidates please send (1) a 1-page cover letter expressing your interest and (2) a max 2-page CV by e-mail to Dr. Elli Siapkidou at [elli.siapkidou@equileap.org](mailto:elli.siapkidou@equileap.org)

We promote flexible work arrangements and welcome applications from applicants, regardless of their age, sex, ethnicity, disability, or sexual orientation.

Job title: Research Analyst

Hours: flexible, expected 36-hours a week.

Applications for a part-time role, pro-rata will also be considered.

Contract: 1 year

Closing date for applications: 15 October 2018