

**Call for Application: Part-time GIS Undergraduate Research Assistant for Indonesia Studies Program**  
**DEADLINE: 7 December 2015**

The Indonesia Studies Programme (ISP) of the ISEAS – Yusof Ishak Institute is looking for a Research Assistant to work with our researchers on Geographic Information System (GIS)-related projects.

### General duties

Your main duty will be to perform geospatial data analysis using GIS software, specifically ArcGIS. You will source for, clean, geocode, and build databases and maps according to the needs of our researchers.

- Assist with the development and management of databases which includes retrieving, updating, verifying, and organising statistics.
- Collect, organise and analyse spatio-temporal data using ArcGIS.
- Assist in the preparation and analysis of maps, data, charts and other content for publications and presentations, ensuring that these are accurate, presentable, and can be updated in the future.
- Note: the research assistant is not required to undertake primary data collection.

### Requirements

1. Proficiency in MS Excel, Word, Outlook and PowerPoint.
2. Minimum 3 semesters of full-time study in the NUS Geography department, demonstrating thorough understanding and experience in applying GIS (specifically the use of ArcGIS software). Students should have completed course work in GE2215 Introduction to GIS and GE2227 Cartography and Visualization required. Additional course work in GE3238 GIS Design and Practice and GE3216 Applications of GIS and Remote Sensing preferred.
3. Meticulous and good quantitative skills and aptitude for data management.
4. Demonstrated ability in using database search engines and reference software.
5. Understanding of copyright, privacy and confidentiality issues
6. Well-developed interpersonal skills and communication skills in English. Interest in Indonesia, Southeast Asia, and command of the Indonesian language (at whatever level) will be considered favourably, but not compulsory.
7. Ability to multitask and manage priorities
8. Ability to work independently as well as part of a team.

### Expected Salary & Working Hours

Expected salary	: \$10-12/hour (+ 17% CPF for Singapore citizens or Permanent Residents) depending on qualifications
Working hours required	: Estimated 76 hours to generate min. 6 geocoded databases and maps
Expected working period	: From January to June 2016

### Application & Deadline

Qualified candidates should email (1) a cover letter, (2) a curriculum vitae, (3) transcript, and (4) sample GIS work or portfolio with the subject of “GIS application” addressed to:

Kathleen Azali  
Research Officer, ISEAS – Yusof Ishak Institute  
Email: [kathleen\\_azali@iseas.edu.sg](mailto:kathleen_azali@iseas.edu.sg)

Deadline for application : 7 December 2015  
Notification for interview : 14 December 2015 (only short-listed candidates will be notified.)

### About ISEAS – Yusof Ishak Institute

Founded in 1968, the ISEAS – Yusof Ishak Institute is a leading regional research centre dedicated to the study of socio-political, security and economic trends and developments in Southeast Asia and its wider geostrategic and economic environment. Its publications are read widely by scholars, policy-makers, journalists, the business community, diplomats and international organizations.