

Job Vacancy - Ref: DAM – HR - 6622

Job title: Research Assistant — Economical & Geopolitical Research for Syria and Lebanon

Employer: Baseline Consulting and Research — PraDam Group

Location: Damascus, Syria (office-based)

Contract: Full-time, [12-month renewable], Syrian labour law

Experience: 3–5 years

Deadline: 10 September 2026

Job summary

PraDam Group, a consulting firm operating in Syria through its local arm, Baseline Consulting and Research, is seeking a Research Assistant — Economical & Geopolitical Research for Syria and Lebanon

The successful candidate will support our geopolitical research team in Damascus. This is an expert position suited to a candidate with strong analytical instincts, disciplined research habits, and excellent writing in Arabic and English. You will work under the direct supervision of senior researchers and contribute to live analytical products from day one.

Responsibilities

- Conduct desk research and structured literature reviews in Arabic and English
- Monitor primary and secondary sources; maintain event trackers, timelines, and actor databases
- Support influence mapping, stakeholder analysis, and scenario development exercises
- Draft background sections, source summaries, and analytical annexes for policy papers and briefs
- Verify facts, cross-check sources, and maintain accurate citation and reference records
- Translate and summarise material between Arabic and English
- Prepare interview guides, take structured notes, and transcribe and code interview material
- Contribute to internal quality assurance and support the team in meeting delivery deadlines

Required

- In-depth knowledge of Syrian affairs, including the country's political and social dynamics, cultural landscape, ethnic and religious diversity, and intercommunal relations, as well as a strong understanding of Syria's geography and local context. General knowledge of Lebanese affairs is also required.
- Master or Bachelor's degree in economy, political science, international relations, sociology, economics, law, history, or a related discipline
- 3-5 years of relevant research experience (think tanks, research centers, international organizations, academic research, internships, and NGO or media research count)
- Experience in Syrian and Lebanese contexts
- Excellent written Arabic and strong professional English — both are tested at interview stage
- Demonstrated ability to assess source credibility and distinguish evidence from claim
- Strong organizational skills, attention to detail, and reliability under deadline
- Proficiency in MS Office; comfort learning new research and reference tools
- Sound judgement and a strict commitment to confidentiality
- Exposure to OSINT methods and verification tools
- Basic quantitative or data visualisation skills (Excel, Power BI) or GIS
- Reference management software (e.g. Zotero)
- A third language (French, German, Turkish, Czech etc.)

Working conditions

Damascus-based, with occasional domestic travel and possible regional travel subject to visas. Compliance with company security and duty-of-care procedures is mandatory. Regular coordination across time zones.

Integrity

The postholder will handle confidential commercial and client information and must observe the firm's confidentiality, anti-corruption, and data protection policies. Facilitation payments and undisclosed commissions are prohibited.

Equal opportunity

Baseline / PraDam Group recruits solely on competence and suitability. We do not consider religious or sectarian affiliation, political affiliation, ethnicity, gender, marital status, or place of origin. Applications from qualified women and from candidates of all backgrounds are encouraged.

How to apply

Email **info@pradamgroup.com**, subject line " **Research Assistant – DAM – HR - 6622 – [Full Name]**", attaching:

1. CV (max 3 pages)
2. Cover letter (max 1 page)
3. One writing sample — an analytical piece of your own authorship, maximum 1,500 words, in Arabic or English

Only shortlisted candidates will be contacted. Shortlisting includes a written exercise and up to two interviews.