**Vacancy Announcement**

**Resilience Pillar Research Assistant/Intern**

Samuel Hall is seeking a professional and motivated individual to join its team for a full-time position as a Resilience (Pillar 2) Research Assistant/Intern (RA), ideally based in its Nairobi office. The RA will work under the Resilience Pillar Lead through research activities, providing support on projects and to other pillar staff as needed. Several students are selected each year to work in one of our offices in a wide variety of support roles, in both research and operations. Applicants must be pursuing their Masters/Doctoral degree or be recent graduates. There is a strong potential for domestic, regional, and international travel in this role.

**Who We Are: Objectives and Ethos**

Samuel Hall is a social enterprise that conducts research in countries affected by issues of migration and displacement. Our mandate is to produce research that delivers a contribution to knowledge with an impact on policies, programmes, and people. We provide practicable insights to challenging issues in the developing world by providing academic-standard research through primary data collection in areas where researchers do not commonly go. Samuel Hall works with governments, donors, multilateral organisations and INGOs, as well public and private sector entities. We have worked with more than sixty-five organisations worldwide since 2010 through our offices in Afghanistan, Kenya, Somalia, and Germany covering Asia and Africa.

**WORK ENVIRONMENT:** We are a rapidly growing research organisation: you will be expected to grow with us and carve out your own spot in the team. We look for pro-active, creative individuals who can identify opportunities to make their mark and identify solutions to problems. We believe in hiring people who can show their ability to be both strong leaders and reliable team-players, and able to to add value from the very start. We hire people who can expand our knowledge and help us reach our social impact objective in their field of expertise. We work in a fast-paced, demanding, and challenging environment: you will need a thick skin, passion, and dedication!

**Vacancy Requirements**

Prior experience working in contexts surrounding migration, displacement, and/or international development are requirements for this role. The successful RA is further required to have:

- A Master’s degree in a relevant field (completed or in progress)
- Past research and work experience specific to migrating and displaced populations (within Central/South Asia and/or the East and Horn of Africa preferred)
- Some knowledge of key institutional frameworks and stakeholders
- Excellent spoken and written skills in English; Swahili and / or French a plus
Proven experience in writing academic and research papers
Strong presentation / speaking skills and ability to build strong professional relationships
Keen attention to detail
Ability to be patient and to work well within a team
Ability to cope well under pressure, work occasionally irregular hours and meet tight deadlines
Relevant programmatic / operational experience desirable

Tasks to be Performed Under the Contract

EDITING
• Editing of all reports before publication for spelling/grammar and formatting
• Putting forward editorial ideas for the monthly newsletters and dissemination strategies

MANAGEMENT SUPPORT
• Working under the supervision of a Project Manager and/or Director
• Supporting the work of the Resilience Pillar

PROJECT SUPPORT
• Operations
  o Training field teams on components of the project cycle
  o Supporting and monitoring field teams’ work, including solving minor problems
  o Effectively communicating with supervisors on progress with daily updates
  o Providing input to improve the quality of the field teams’ notes, transcripts, and outputs
• Research
  o Supporting the design of research tools and research methodology in collaboration with the research team
  o Supporting/Conducting secondary research and desk reviews
  o Participating in fieldwork – qualitative research will include case studies, focus group discussions, field observations, key informant interviews, as required in various locations
  o Liaising with supervisors (in country and remotely) to improve quality of outputs
  o Providing strong analysis and recommendations in line with policy and academic standards
  o Under the supervision of the Project Manager and/or Director, transcribing interview notes, writing field reports, and contributing to draft/final reports

**Only short-listed candidates will be contacted**

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Samuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified. Interviews will be conducted on a rolling basis.