Research Assistant at Samuel Hall

Samuel Hall is recruiting a Research Assistant to support with research projects in Ethiopia and country operations. The role will report directly to the Ethiopia Project Officer and Pillar Leads on a project to project basis. The RA will be based in Addis Ababa, with travel across the country and to the regional office in Nairobi, Kenya, as required.

Who we are

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, Tunisia, 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 work in a fast-paced, demanding, and challenging environment: you will need a thick skin, passion and dedication!

Vacancy Requirements

Applicants will need to possess and demonstrate the following qualifications and transferable skills:

- Prior experience in migration and displacement-related research is required for this role.
- Advanced university degree in a related discipline with (1+/2+ years of additional experience preferred)
- Knowledge of key institutional frameworks and stakeholders
- Excellent command of English; knowledge of Amharic a plus
- Exceptional English writing skills
- Proven experience with quantitative and qualitative data collection and analysis
- Keen attention to detail, pro-active
- 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
- Aspirations to work independently and develop expertise of the Ethiopian context

Tasks to be performed under the contract

OPERATIONS

- Support with planning of fieldwork logistics
- Support with the identification, vetting and recruitment of local researchers and enumerators
- Support with capacity building activities at the field level, including training of enumerators
- Support and monitor field teams' work, including solving field problems and logistical issues
- Ensure enumerators database and fieldwork-related tools are up to date

RESEARCH AND ANALYSIS

- Contribute to the literature review
• Conduct qualitative fieldwork, as required, and transcribe interview notes
• Support with quality control, transcript review and vetting, and data cleaning
• Support with preliminary analysis, including coding of qualitative data
• Ensure all project-related information is stored correctly following internal SOPs

BUSINESS DEVELOPMENT
• Ensure the contacts database is up to date
• Supporting in expanding the network in Ethiopia, participating in meetings as required
• Ensure that resources and planning tools are up-to-date and shared internally
• Ask questions and flag issues as needed for development and growth

Summary of Job Description

<table>
<thead>
<tr>
<th>Employer</th>
<th>Samuel Hall</th>
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<tbody>
<tr>
<td>Location</td>
<td>Addis Ababa, Ethiopia</td>
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<tr>
<td>Position</td>
<td>Research Assistant</td>
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<tr>
<td>Contract Duration</td>
<td>Six to twelve months minimum</td>
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<tr>
<td>Nationality</td>
<td>Any</td>
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<td>Remuneration</td>
<td>Stipend provided</td>
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<tr>
<td>Vacancy Announcement</td>
<td>16 June 2020</td>
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<tr>
<td>Vacancy Closure</td>
<td>15 July 2020</td>
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<td>Required Background</td>
<td>Statistics, Research Methods, Migration studies, International Relations, International Development studies, Social Sciences, etc.</td>
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<tr>
<td>Minimum Qualifications</td>
<td>Master’s degree</td>
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<td>E-mail for Submission</td>
<td><a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a></td>
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<td>Submission Guidelines</td>
<td>All applicants should send their cover letter and CV in separate PDF files, each labelled: “CL/CV – Full name of Applicant” with the e-mail subject line clearly expressed, using the following format: “Name – Research Assistant Ethiopia”. Three samples of relevant work should also be included, showcasing your ability to write, analyse data/information and construct an argument. These can be (excerpts from) a thesis, university essays, articles, reports, op-eds, posters, etc.</td>
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Samuel Hall is an equal opportunities employer. Applications that do not follow the required format or content will not be considered. Only selected applicants will be notified.