Full-time RESEARCH OFFICER

February 2020

Organization: Sierra Leone Urban Research Centre
Reports to: Director of Research and Training
Salary: Competitive salary
Starting date: Asap
Contract: Full time contract until 31 August 2020 (with high possibility of renewal based on performance)
Duty station: Freetown, Sierra Leone

Closing date for applications: 3rd March 2020

Application to be submitted electronically to Andrea Klingel: aklingel@slurc.org

THE SIERRA LEONE URBAN RESEARCH CENTRE

Based in Freetown, the Sierra Leone Urban Research Centre (SLURC) is a globally connected research centre created through a partnership between the Bartlett Development Planning Unit (University College London) and the Institute of Geography and Development Studies (Njala University). Its mission is to improve the well-being of urban informal settlement dwellers through: strengthening the research and analysis capacities of urban stakeholders in Sierra Leone; significantly improving the quality and quantity of available knowledge on the informal settlements in Sierra Leone; making urban knowledge available and accessible to those who need it, prioritizing residents of informal settlements; and delivering world leading research in order to influence urban policy and practice.

SLURC is building a research network integrated with Freetown’s informal settlements and their organisations, a research and training agenda relevant to the needs of these communities and their organisations. By building on the legitimacy that these NGOs had developed over many years, SLURC is now accepted by local governance actors, including local chiefs, Community Disaster Management Committees as well as the structures of the Federation of the Urban and Rural Poor (FEDURP). SLURC is now well-positioned as an institution trusted by communities, NGOs, government and international organisation and is therefore capable of brokering partnerships that can transform urban development paths in Sierra Leone.

THE ROLE

The Research Officer will play an integral part in implementing research activities on different research projects across a range of SLURC’s research themes under the guidance of the Senior researcher and Director of Research and Training. The Research Officer will contribute to analysis and report writing and work closely with research partners and other staff such as Research Assistants. The post holder will have an important role developing and fostering relationships with informal communities and other urban stakeholders such as local and central government actors and NGOs and help deliver capacity building workshops and presentations at different events.
RESPONSIBILITIES

The appointment includes the following responsibilities under the management of the Senior Researcher and Directors:

- Assist in designing research methods and tools
- Lead on certain research projects, developing workplans together with the Prime Investigator and partners and ensuring deliverables within timelines and budget
- Collecting, compiling, and analysing quantitative and/or qualitative data including transcription and coding
- Prepare and maintain a complete, accurate and updated database of all project relevant data collected on the projects you work
- Work collaboratively with the team including the Directors and Finance
- Build and maintain relationships with relevant urban stakeholders in particular informal settlement communities and assist with responding to external enquiries about SLURC’s work or related information
- Contribute to reports, the quarterly SLURC newsletter and other publications and help produce effective research outputs, validating and disseminating key findings
- Attend and participate in staff and other meetings and assist with delivering presentations
- Contribute to capacity building activities with relevant stakeholders and assist with facilitation
- Any other ad hoc responsibilities as may be required

At all times following SLURC and relevant DPU and Njala University policies including Equal Opportunities, Race Equality, Safeguarding, Health and Safety etc. as well as all the laws in Sierra Leone.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the postholder.

PERSON SPECIFICATIONS

ESSENTIAL

- A first degree (at minimum) in Development studies, Sociology, Environmental Sciences, Geography, Public Health etc. from a recognised university
- Demonstrated experience with research methods
- Demonstrated experience collecting, organising, managing and cleaning datasets
- Strong analytical skills with attention to detail and accuracy, ability to draw out key findings from significant amounts of information and disseminate the learning
- Demonstrated experience presenting results from data analysis for specialists and non-specialists, good report writing and presentation skills
- Ability to determine the best study design or approach to answer policy or practice questions
- Demonstrated experience designing research tools and sampling strategies
- Demonstrated experience carrying out research activities
- Computer literacy (MS Word, Excel, PowerPoint, web research tool)
- Ability to work independently as well as collaboratively with colleagues to achieve organizational goals
• Good organisational skills, work well under pressure meeting multiple commitments, observing deadlines and achieving results
• Interest in professional development and commitment to the values and goals of SLURC
• Good interpersonal skills guiding junior staff and working with different targets groups from community members to research partners, government officials and NGOs
• Excellent facilitation skills
• Experience in carrying out participatory activities

DESIRABLE
• Knowledge of statistics and experience using statistical packages for analysing large datasets (Excel, SPSS, Stata etc.)
• Experience in participatory and action research
• Experience in capacity building activities and delivering training
• Experience of using Information & Communication Technologies for Development

APPLICATIONS FROM FEMALE CANDIDATES
SLURC seeks to recruit a diverse workforce, we therefore in particular encourage applications from female candidates.

CONTRACTUAL DETAILS:
The appointment will be made from the nearest possible date for an initial period up to 31st August 2020 with new contracts starting from 1st September 2020 (a high possibility for extension depending on performance).

APPLICATIONS PROCEDURE:
Please submit a CV (max 4 pages) and a covering letter (max 2 pages) explaining your motivations to apply for the post and how your experience and skills fulfil the person specifications. Also provide contact details for two recent referees (we will not contact them without your permission).

Applications need to be submitted by email to: aklingel@slurc.org with subject line ‘Research Officer, Freetown’.
Deadline for applications is Tuesday 3rd March 2020.

The candidate will need to be available for interview in w/c 9th March in Freetown (possibly via Skype if abroad).