

## Research and Policy Assistant

### JOB SUMMARY

**Contract Type:** 18 months - Starting June 2020

**Working Pattern:** Full time

**Advert Start Date:** 25/03/2020

**Advert End Date:** 25/04/2020 23:59

**Salary:**Competitive

**Hours per week:**37

**Vacancy ID:** ODA005

**Employment Location:** Ekiti-State, Nigeria.

#### Key roles:

1. To assist in research and evaluation activities, including the collection, analysis, interpretation and presentation of data and information to a wide range of audience - academic, government, professionals.
2. To provide general administrative support to facilitate the smooth running of STEMRES' research unit including dealing with correspondence, minute taking and organising meetings and events.
3. To assist with the provision of regular data and information to internal stakeholders and colleagues and the public.
4. To assist in the development, maintenance and review of on and offline information systems, including the input and retrieval of data.
5. To provide general administrative support to facilitate the smooth running of the unit and service including dealing with correspondence, minute taking and organising meetings and events.
6. Such other responsibilities that is appropriate to the grade of the post.

Competencies	
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences

## **Essential:**

### **Knowledge**

- Basic quantitative and qualitative research and evaluation techniques
- Excellent working knowledge of word processing tools such as MS-Word
- Working knowledge of statistical software packages e.g. SPSS, Nvivo

### **Experience**

- Working accurately to deadlines under minimal supervision
- Communicating effectively, both verbal and written, in a busy and pressured environment
- Minute taking
- Working independently as well as part of a team

## **Desirable:**

### **Knowledge**

- Advanced techniques for research and evaluation and the analysis and reporting of data
- Excellent working knowledge spreadsheet and database software e.g. MS Excel & MS Access
- Excellent Working knowledge of statistical software packages e.g. SPSS, Nvivo

### **Experience**

- Undertaking research and evaluation in a local government policy setting