

RESEARCH ASSISTANTS FOR THE STUDY ON REFUGEE-LED ORGANISATIONS IN EAST AFRICA

Job Title: Research Assistant

Job Location: Multiple

Project summary: We are looking to award 12 consultancies for Research Assistants in Ethiopia, Kenya, Tanzania, and Uganda to support the implementation of the study “Evaluation of Refugee-Led Organisations in Eastern Africa.” The consultancies are funded by a consortium of donors through research grants to Carleton University through [Local Engagement Refugee Research Network \(LERRN\)](#) and in partnership with the [Refugee Studies Centre \(RSC\)](#) at the University of Oxford.

The Research Assistant positions are designed for candidates who hold refugee status or are otherwise affected by displacement (e.g., as asylum seekers, IDPs, stateless persons, former refugees, etc). The Research Assistants will work from their place of residence. There will be no travel as part of this assignment.

Locations:

- Ethiopia: Addis Ababa, Melkadida Refugee Camp and Pugnido Refugee Camp
- Kenya: Nairobi, Kakuma Camp and Kalobeyei Settlement
- Tanzania: Nyarugusu Camp, Nduta Camp and Dar es Salaam
- Uganda: Kampala, Nakivale Refugee Settlement and Bidi Bidi Refugee Settlement

Duration of the assignment: 24 working days (to be determined based on the availability of the selected applicants).

Remuneration: Payment to be determined based on the qualifications of the selected applicant.

Application deadline: 4 October 2021.

Expected start date: The starting date will be determined at a later date, but the assignment will not start later than January 2022.

Job summary: Research assistants will arrange and support field interviews as appropriate to the study, and record research data in accordance with specified protocol and procedures.

Job duties and responsibilities:

1. Completing a training in research ethics;
2. Identifying and recruiting eligible participants for 15 Focus group Discussion (FGD) for the study, using the criteria for selection and under the supervision of the Lead Researcher. All FGDs will have a minimum of 5 participants;
3. Developing or assisting in the development of interview schedules; contacting potential participants to introduce and explain study objectives and protocol, and to arrange interviews, either in person or by telephone;
4. Collecting informed consent documents from study participants;

5. Facilitating face-to-face and/or assisting telephone interviews with study participants, in accordance with predetermined interview protocol, data collection procedures, and documentation standards;
6. Coding, verifying note taking and transcribing data in accordance with specified research protocol and coding procedures, and entering data into a tablet/computer database and/or spreadsheet application for subsequent analysis;
7. Reviewing and editing data to ensure completeness and accuracy of information; follow up with participants to resolve problems or clarify data collected;
8. Completing interview memos at the conclusion of each interview;
9. Reviewing audio recordings to ensure high quality data capture;
10. Fill out the field-work journal on weekly basis;
11. Send recorded audio and interview memos to Lead Researcher for review and transcription;
12. Ensure all study procedures follow ethical standards;
13. Performs miscellaneous job-related duties as assigned.

Minimum Education Requirements

- A minimum of college Diploma in Social sciences, business, economics, IT and other related fields. A Bachelor Degree in social sciences or in the IT field are desirable.
- At least 1 year of experience directly related to the duties and responsibilities specified.

Knowledge, Skills and Abilities Required:

- Effective communication in English and at least one local working language of the refugee community of the relevant location. Knowledge of the national language of the country is desirable.
 - Addis Ababa: Tigrinya and English are mandatory. Amharic or Somali are desirable.
 - Pugnido: Nuer, Murle and English are mandatory. Amharic is desirable.
 - Melkadida: Somali and English are mandatory. Amharic is desirable.
 - Nairobi: Swahili and English are mandatory.
 - Kakuma Camp: - Arabic and English are mandatory. Swahili is desirable.
 - Kalobeyei settlement: Arabic and English are mandatory. Swahili is desirable.
 - Dar Es Salaam: Kiswahili and English are mandatory
 - Nyarugusu camp: Kirundi and English are mandatory. Kiswahili is desirable.
 - Nduta Camp: Kirundi and English are mandatory. Kiswahili is desirable.
 - Kampala: Somali and/or Kinyarwanda and English are mandatory. Kiswahili is desirable.
 - Nakivale Refugee Settlement: Kinyarwanda and/or, Somali and English are mandatory. Kiswahili is desirable.

- Bidi Bidi Refugee Settlement: Arabic and/or Bari and English are mandatory. Kiswahili is desirable.
- Excellent IT skills to facilitate online meetings.
- Adequate knowledge of the study location.
- Knowledge of planning and scheduling techniques.
- Ability to communicate effectively, both orally and in writing.
- Prior experience supporting focus group discussions and/or research interviews.
- Interviewing and data collection skills including note taking and transcription skills.
- Computer data entry skills.
- Ability to evaluate, verify, and edit research data.

Application process: To apply, please send the following materials to RLOea.recruitment@gmail.com with the subject line “Research Assistant” by 4 October 2021:

1. CV (2 pages maximum)
2. Letter of application outlining your research experience and why you are interested in this position (not more than 1 page)

If you have any questions about the application process, please write to RLOea.recruitment@gmail.com. You are also invited to attend an information session during which we will talk through this document and hold a Question & Answer session for prospective applicants. These will take place on the following dates and can be accessed on these links – no advance registration required:

- Thursday 23rd September @ 12pm (noon) EAT <https://us02web.zoom.us/j/9712622599>
- Wednesday 29th September @5pm EAT <https://us02web.zoom.us/j/9712622599>

All applicants will be contacted and informed of the outcome of their application. Shortlisted candidates will be invited to participate in a remote interview.