

Research Associates (Short-Term Positions)

Essential Job Functions:

i-TEC is always looking to recruit Research Associates (RAs) on a temporary/short-term basis. Working under the direct supervision of the Performance Management Specialist and Team Leaders, the RAs will be expected to collect, enter and analyze data from the field during evaluations and special studies. Data to be collected is always in qualitative, quantitative and/or pictorial form.

Responsibilities:

More specifically, the duties and responsibilities of the RAs include but are not limited to the following:

- Attend training on field work tools
- Participate in pre-testing survey tools
- Conduct field work and collect data using questionnaires provided
- Compile data collected into SPSS/Epi-Info data sheets
- Data analysis using SPSS
- Any other tasks as assigned by the i-TEC

Qualifications:

- A Master's degree or its equivalent in the social sciences such as Development Studies, Economics, and/or Statistics from a reputable institution
- Technical competence in the fields of Statistical analysis tools
- Ability to work as an integral part of a professional team, set priorities and handle a large volume of activities as and when required
- Excellent organizational, oral and written communication in English and interpersonal skills
- Strong skills in Ms. Excel, Word, SPSS, Epi Info and STATA with practical and applied experience
- Excellent report and proposal writing skills

Skills Required:

The Associate should have

- Experience with data collection procedures, manipulation of large databases
- At least 1 year of relevant work experience in the Monitoring and Evaluation field and applied statistics
- Experience working on evaluation teams or with comparable data collection efforts

Application Submission:

- All submitted applications should be merged and submitted as a single PDF document (**Max. 4 pages**) in following format:
 - Typed Cover letter (Max. 1 page)
 - Typed Resume (Max. 2 page)
 - Three work related references

- Salary history on last three jobs and expected salary. Please specify if salary figures specified are daily or monthly.
- Submit all applications to info@evaltrain.com with subject line 'Application for Research Associate'
- Application Deadline: **None**
- **No calls or inquiries allowed and only successful candidates will be contacted**