

Job Title:	Research Officer
Function:	Project implementation
Job Group:	Program
Duty Station:	Cotabato City
Administrative Line Manager:	Head of Mission
Line Management Responsibility:	Research Assistants

JOB PURPOSE:

Research officers supervise research projects and work with team members to ensure that the project remains on schedule. Research officers might also conduct the field research, including the interview, FGD, review and analyze data during the course of the project.

Job Description

KEY OBJECTIVES/RESPONSIBILITIES:

- Organizing, designing and carrying out qualitative fieldwork in different locations and contexts across the Mindanao.
- Conducting qualitative analysis of data conducted through interviews, focus groups, workshops or other methods.
- Carrying out desktop research, using a range of methods and sources of data, related to the GPH – MILF peace process, and civilian protection.
- Working closely with others as part of a team and with external stakeholders to manage relationships and deliver work.
- Making sure our work is participatory, including working with peer researchers and valuing the importance of communicating with different audiences.
- Taking responsibility for data and project management and administration as it relates to delivering work.
- Delivery of particular work strands relating to our research. This will include taking personal responsibility for key elements of work as well as supporting others in the team.
- Provide ready access to all data
- Request or acquire equipment or supplies necessary for the project
- Manage and respond to project related email
- Attend area seminars and other meetings as necessary
- Summarize project results and prepare progress reports
- Prepare other articles, reports and presentations
- Monitor the project budget
- Travel to field sites to collect and record data and/or samples as appropriate to the specific objectives of the study
- Develop or assist in the development of interview schedules; contact potential subjects to introduce and explain study objectives and protocol and to arrange interviews, either in person or by telephone
- Identify and compile lists of potential research subjects in accordance with study objectives and parameters, as appropriate to the individual position
- Follow ethical guidelines for collection and storage of research data
- Translate data into English
- Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected
- Any other duties as required by the line manager in line with the grade of the post.

QUALIFICATIONS AND COMPETENCIES:

Education, Knowledge and Experience

- Postgraduate degree in a social science subject or equivalent experience
- More than two years of professional experience conducting social research in a university, think tank, charity or consultancy
- Experience of conducting and organising qualitative fieldwork
- Experience of conducting qualitative analysis using Excel, Word and/or NVivo
- Evidence of ability to grasp complex concepts and debates quickly and to engage with these effectively through research
- Ability to communicate effectively –in writing and in person -about research findings to a range of audiences
- Evidence of having delivered or contributed to the delivery of high quality social research outputs
- Experience of having designed and conducted participatory research ☒Experience of research with people from a range of backgrounds, including from vulnerable or disadvantaged backgrounds in areas of violent conflict
- Experience or understanding of ethnographic methods

Skills

Independent Judgment/Analytical:

- Ability to set priorities
- Ability to manage information with discretion
- Communication
- Attention to detail
- Critical thinking
- Technical skills
- Statistical and Graphical Analysis of Data
- Planning and scheduling
- Interviewing
- Data Collection

Interpersonal:

- Ability to communicate effectively with individuals and motivate and provide leadership to team and to work in a multicultural environment.
- Solutions focused, creative problem solver.
- Proven ability to build relationships with the full range of actors including communities, government, chiefs, military, police and non-state actors.
- The ability to be flexible and work well under pressure in a fast-paced team environment.
- Flexibility and adaptability.

English Language:

- Ability to interact confidently in English with colleagues and external contacts, to write documents and reports, and to present effectively relevant information.
- Be able to translate data into English

Information Technology:

- Good skills in Microsoft Office applications.

Other Specialized Requirements

- Willingness to work and travel in often difficult and insecure environments.

APPLICATION PROCESS

Candidates who meet the above requirements should send an up-to-date CV to

hrm-npp@nonviolentpeaceforce.org together with a letter of interest that must contain the following:

- Applicant's latest salary and salary expectation
- Three character references (including their email addresses and/or contact numbers)

Owing to the anticipated high volume of applications, only shortlisted applicants will be contacted. If applicable, shortlisted applicants invited for an interview will be responsible for expenses related to any travel.

Closing date: 25 May 2019