



RESEARCH COORDINATOR

Job Title: Research Coordinator
Department: Programs
Reports to: Executive Officer
Location: Nairobi with travel and coordination to Project Counties and Countries.
Start Date: November 2024

Organization Background

Women Educational Researchers of Kenya (WERK) is a not-for-profit professional membership association founded in 1994 as an ad hoc group of women researchers in education and the social sciences. WERK strives to contribute towards the entrenchment of the principles of equity, justice & peace in Kenya for the betterment of the lives of girls and women, boys and men in Kenya by linking research to advocacy and action. Our activities are two prong: through our membership, we have established a track record in conducting rigorous, large scale, innovative & cutting edge research & applying it to advocacy & policy reform; and through our Secretariat, we are engaged in the implementation of evidence-based multi-year education action research projects which address access to education, equity in education, transition and completion strategies, learning outcomes, life skills and mentorship.

WERK through the African Higher Education in Emergencies Network- AHEEN (UoN, Kenyatta Univ., City Univ of Mogadishu, Hope Africa Univ., University of Juba, YES, DRA & Moi Univ,) received Mastercard funding to implement the AHEEN RDP pathways project(July 2024-March 3031) with a goal of supporting 3400 RDPs in Africa to attain quality education leading to dignified and fulfilling work and displaced persons are integrated into enabling societies. We are currently seeking to engage a passionate, dynamic, and enthusiastic Research Coordinator.

Overall Responsibility:

The research coordinator will be responsible for the Coordination of the AHEEN RDP Pathways program research portfolio. The coordinator will oversee the ethical aspects of research in coordination with AHEEN partners, refugee researcher teams and research agencies across partners in the region. This position will be responsible for reviewing the design, and manage the implementation and evaluation of research projects, as well as the preparation of reports and presentations in accordance with the AHEEN RDP Pathways grant.

Specific Responsibilities

- Review the design, planning and undertake the coordination of research study protocols, and the establishment of operating policies and procedures within AHEEN partners.

- Prepares research ethics and research authorization applications for research across AHEEN members.
- Reviews plans, implementation, and maintains data collection and analysis systems in support of research protocols; may coordinate the collection and analysis of research data.
- Develop and implement data-collection instruments in coordination with partners.
- Collect and analyze data adhering to ethical data management processes for research studies originating at WERK, and review these processes for those originating with other AHEEN members
- Plans and coordinates the staffing of research studies originating at WERK and reviewing those of other AHEEN members, to include, as the case may be, the recruitment and administration of research support staff, as appropriate to the activity.
- Recruits, instructs, and coordinates research subjects and/or volunteers, as appropriate to specific study objectives and work scope for research projects originating at WERK
- Supervises and coordinates the provision of support services to researchers.
- Monitors the progress of research activities; develops and maintains records of research activities, and prepares periodic and ad hoc reports, as required by AHEEN partners, funding agencies, and/or regulatory bodies.
- Prepares reports and presentations in collaboration with network members, for donors and external stakeholders.
- Implements quality control processes throughout the research processes of the AHEEN RDP Pathways research portfolio.
- Develop and maintain relationships with stakeholders
- Ensure compliance with research protocols in the geographical contexts of AHEEN members in liaison with research organizations, funding agencies and regulatory bodies.
- Collaborates with the MERL lead to manage the research budget and timelines during the project studies.
- Collaborate with other departments to ensure successful project completion.
- Promotes research capacity strengthening among AHEEN network members.

Qualification and Competencies

- Masters in relevant fields, both quantitative and qualitative research experience required.
- 3-6 years of experience with at least 2 years' experience managing research projects in low-income or developing countries especially in the Eastern Africa Region.
- At least 2 years of field experience in low income or humanitarian settings preferred.
- Demonstrated internal and external communication and coordination capabilities
- Demonstrated technical expertise in at least some of these areas; study trial management, statistical analysis and data interpretation, electronic data capture systems, participatory research methods and study design for fragile contexts and implementation and research capacity strengthening
- Experience conducting or supporting primary data collection in challenging environments
- Data analysis skills, both quantitative and qualitative
- Strong verbal and written communication skills.

Professional skills and competencies

- Teamwork: Able to work with remote, multicultural, and multi-disciplinary teams
- Ability to work with minimal supervision on specific projects
- Excellent organizational and communication skills
- Ability to work independently and manage multiple projects
- Strong attention to detail
- Proficient in Microsoft Office and other relevant data management and analysis software
- Knowledge of research methods and data analysis techniques
- Strong report writing and presentation skills.
- Able to work in a fast-paced environment.

Applications should include:

- An application letter explaining why you are a good fit for this job, what makes you a strong candidate, and why you want to work for WERK.
- A resume summarizing qualifications and experience.
- Copies of academic certificates
- 3 work referees with contact information. One referee must be the current supervisor.
- Please indicate your expected remuneration/salary in your application.

The above documents should be sent as one PDF document

How to apply

Interested and qualified candidates should submit their applications by email to jobs@werk.co.ke or hand delivered to our office located on 1171 Argwings Kodhek Road, House no 4 by COB **9th October, 2024**. **Clearly indicate the position title in the subject line of your email message. Applications will be reviewed on a rolling basis.**

Only short-listed candidates will be contacted for interviews. No phone calls please. Late applications received after the deadline will not be considered.

WERK is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, colour, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization or other non-merit factors.