

## Role Profile – Research Assistant (CCC19 project)

<b>Job Title:</b>	Research Assistant (Full-Time)
<b>Appointment period:</b>	November 2020 – 26 August 2021 (~10 months)
<b>Reporting to:</b>	CCC19 project Principal Investigator (UK), and Co-Investigators and Partners in Malawi and Rwanda
<b>Main Purpose of Role:</b>	The main purpose of this role is to provide research and administrative support to the Principal Investigator, Co-Investigators and Partners of the project <i>Climate Change and COVID-19 (CCC19): Ensuring a Sustainable and Equitable Recovery in Malawi and Rwanda</i> , with the goal of ensuring its timely completion. This will include a variety of research and administrative roles, including assistance with the literature review, liaising with research participants, data collection and processing, data analysis, social media management, translation, undertaking professional development activities, preparation of final outputs and supporting the organization of end-of-project workshops.

### Accountabilities/Responsibilities of the role:

1. Assist in preparatory desk research, including literature review, through independent work under the guidance of the PI, co-Is and partners.
2. Assist in identifying and liaising with research participants, e.g. arranging phone data and travel for research participants, as needed.
3. Assist in data collection both remotely and in the field through the administration of surveys, assistance in organizing interviews and focus groups, and training research participants in digital storytelling/photovoice.
4. Process qualitative data (transcription, translation, coding) and quantitative data (data entry) following strict guidance from research leads, and upload data to NVivo and SPSS.
5. Assist in qualitative and quantitative data analysis under close supervision from research leads, as required.
6. Translate documents and act as an interpreter at monthly project meetings (English-Kinyarwanda or English-Chewa).
7. Assist in developing research outputs as stated in the grant proposal, including case study vignettes, a documentary, peer-reviewed journals, policy and research reports, and periodical project progress reports.
8. Liaise and network internally and externally to exchange information for effective working with research partners and participants throughout the time of appointment.
9. Assist in organizing research outreach activities and events, including managing the project social media accounts and supporting the organization of the end-of-project workshops.
10. Solve day-to-day problems as they arise on a routine basis and recognise when a problem should be referred to others.
11. Commitment to comply with policies, procedures and guidance relating to academic quality and governance, and research integrity, particularly with regard to research ethics and treating participants with respect.
12. Actively participate in the Researcher Training Programme offered by the CCC19 project.
13. Attend project meetings in a regular manner, as required.

## Person Specification

Expected Criteria
Education & Professional Qualifications
Essential (E) – An undergraduate degree in Development Studies, Geography, Public Health, or a related field. Desirable (D) – A Master’s degree in Development Studies, Geography, Public Health, or a related field. D – A PhD degree (or currently enrolled in a PhD course) in Development Studies, Geography, Public Health, or a related field.
Skills, Knowledge & Experience
E – Demonstrable experience with qualitative data processing, management, and analysis, including data transcription and the use of the GSR NVIVO suite and SPSS. E – Demonstrable experience conducting literature reviews in the field of specialisation. D – Strong theoretical background in critical public health and climate change adaptation, resilience and vulnerability literatures. E – Previous research experience with a focus on the Global South, and sub-Saharan Africa in particular. E – Confident IT user, including the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), NVIVO, SPSS and online data sharing services (Dropbox, OneDrive, or Google Drive). E – Demonstrable attention to detail and ability to think critically. E – Demonstrable fluency in English <b>and</b> either: Kinyarwanda or Chewa. E – Demonstrable oral and written communication skills as well as interpersonal and organisational skills. E – The ability to work effectively as part of a team, and the initiative and capacity to work effectively alone to agreed priorities. D – Demonstrated experience organising events, for example stakeholder workshops, consultation meetings or focus groups. D – Previous experience conducting surveys/questionnaires in rural and professional settings.

**To apply, please submit a cover letter and CV showing relevant experience to:**

[ccc19@gmail.com](mailto:ccc19@gmail.com)

**Deadline to submit: 12 November 2020**