



## KABAROLE RESEARCH & RESOURCE CENTER (KRC)

# JOB ADVERT – 20 RESEARCH ASSISTANTS

<b>JOB TITLE</b>	<b>RESEARCH ASSISTANT</b>
Reporting to	Fundraising and Research Officer
Other key working relationships	Head of Programmes / Social Researcher
Job Location	Kabarole / Fort-Portal
Contract Length	1 year (renewable annually based on performance)
Terms	Part time (on call)
Start Date	On Call

### ABOUT KRC

**Kabarole Research and Resource Centre (KRC)** is a well-established NGO operating in the Rwenzori Region of Western Uganda. Founded in 1996, with a research mission and a long-term commitment to understanding the measures and drivers of poverty and its solutions, KRC has accumulated substantial experience in research and created numerous development programs based on community analyses of activities which is most helpful in achieving sustainable and equitable socio-economic development

KRC invites applications for employment from suitable qualified dynamic and competent Ugandans willing to work with smallholder farmers, leaders, academicians, private sector actors and Government technocrats in the Rwenzori Region. The job will be on part time basis depending on the research assignments under the **Research and Information Unit**

### JOB RESPONSIBILITIES

- Participate in research capacity building sessions organised by KRC
- Support the research team in tool development and pre-testing
- Collect field research data (both quantitative and qualitative) using the agreed methodology and instruments
- Quantitative data coding and entry using the available software
- Transcribe qualitative data using the available software
- Contribute articles / field stories to the KRC monthly E-newsletter whenever in the field

### QUALIFICATIONS

Suitable candidates should have an excellent academic background with a degree in Development Studies, Social Sciences, Development Economics and Social Work from a recognized University. A Certificate, Diploma or Bachelors in Research Methods would be an added advantage

### EXPERIENCE

A minimum of 1 years progressive experience of data collection and processing, and should have worked in a reputable organization. Relative experience in data collection and processing and should have significant record of documentation. Should be knowledgeable and informed on Uganda's economic, political, social and cultural context

### SKILLS

1. Strong interpersonal and communication skills

2. Strong time management skills and flexibility (Office and Field)
3. Ability to use ICT tools and mobile applications in collecting data
4. Ability to use literary search engines for literature review
5. Editorial skills of documents
6. Basic data analysis skills (qualitative or quantitative)
7. Highly developed documentation skills
8. Clear concise writing skills including logical and clear presentation skills and ability to comply to timelines
9. Ability to think strategically in line with KRC's mission and aims

This Job Description only serves as a guide for the position available. This is a new position, working to a new unit, and flexibility will be required from the post holder

#### **HOW TO APPLY**

Application should be sent to the **Human Resource Manager, Kabarole Research & Resource Center, plot 28, Mugurusi Road, P.O Box 782, Fort-Portal** and should include the following documentation:

- A complete and signed application letter
- A curriculum vitae / resume
- Copies of academic transcripts
- Names, contact numbers and addresses of three (3) professional references

#### **CLOSING DATE**

The application **MUST** reach Kabarole Research & Resource Center (KRC) office by close of business **(5:00pm)** on the 31<sup>st</sup> day of July **2017**