

GRADUATE RESEARCH ASSISTANT POSITION

Location: Institute of Statistical, Social and Economic Research (ISSER), University of Ghana,
Legon

[ISSER is a leading research institute that is committed to carrying out research and training that promote the socio-economic development of Ghana and Africa. Established in 1962, ISSER has evolved into one of West Africa's most respected institutes of research, known for applying academic skills to real-world challenges. ISSER is a semi-autonomous research institution within the College of Humanities at the University of Ghana (UG). UG is the oldest and largest of the public universities in Ghana and is seen as a premier academic institution within Africa.]

Starting salary: Competitive, and in commensuration with experience

Vacancy type: Full-Time

Start date: Immediate

Duration of contract: 12 months

Application closing date: 24th August 2018

ISSER has established an ultra-modern Measurement, Learning and Evaluation (MLE) Unit since 2013, with the support of the Bill and Melinda Gates Foundation (BMGF). The Unit is fully furnished with ultra-modern research facilities for data collection, storage and analysis. In the past five years, the Unit has undertaken cutting-edge Impact Evaluations assignments both within Ghana and the West African Sub-region; built technical capacity as well as established partnerships and networks across the West African Sub-region. In pursuit of meeting the demands of several clients, ISSER seeks to recruit well qualified, experienced and capable **QUALITATIVE** research assistant to work at the MLE Unit.

This is a great opportunity for the right candidate to join an already vibrant, challenging and exciting research unit. The prospects of academic and technical development for the successful candidates are immense.

The successful candidate should be able to:

- Handle a full range of project tasks under the direction of the Director of ISSER;
- Independently handle specific project phases or implement entire projects with general oversight from the Head, Statistics and Survey Division (SSD) at ISSER;
- Write research proposals independently or with researchers;
- Develop the different range of qualitative instruments for proposal;
- Conduct the different range of qualitative interviews;
- Analyse qualitative data as stand-alone reports or complement quantitative data analyses;
- Write reports independently or with other MLE Unit's personnel;
- Develop budgets for prepared proposals per the RFP's requirements;
- Participate in the training of enumerators;
- Participate in the review of primary data;
- Supervise fieldwork
- Assist the Operations Manager and Team Leader at the Unit in the performance of his duties;
- Handle client enquiries competently;
- Communicate relevant information accurately and in a timely manner; and
- Undertake any other duties to be assigned by the Director of ISSER.

Desired Skills and Experience

1. Experience and Skills:

- Adequate knowledge of research concepts, practices and procedures, regulatory requirements, planning and budgeting;
- Must possess excellent written and verbal communication skills;
- Must be able to work effectively in a team environment;
- Must be unassuming and willing to multi-task;
- Should have a good understanding and a practical working knowledge of the application of qualitative softwares (NVivo, ATLAS.ti, etc); and
- A good knowledge of handling large qualitative databases.

2. Education:

- At least a Master's Degree in any Social Science discipline with proven knowledge in qualitative approaches.

Interested persons should submit the following to the RECEPTIONIST at ISSER, or electronically to isser.mleunit2018@gmail.com

- A full CV including: University degrees and dates, past and present posts, a list of publications, presentations, and other research-related achievements;
- A 2-page (maximum) statement, explaining why you would be the right candidate for this post.