

JOB DESCRIPTION

Job Vacancy:	Research and Learning Officer
Programme/Dept:	Programmes
Reports to:	The Coordinator, Planning, Monitoring, Evaluation, Research and Learning (PMERL), in his/her absence reports to the Programmes Manager
Supervision:	None
Duty Station:	Nairobi, with occasional travel to the field

ABOUT TI-KENYA

Transparency International Kenya (TI-Kenya) is a not-for-profit organization that exists to contribute to a transparent and corruption-free society. TI-Kenya is one of the autonomous chapters of the global Transparency International movement that is bound by a common vision of a corruption-free world. TI-Kenya has established Regional Offices in Kisumu, Eldoret, Mombasa and Nairobi to enhance its presence and impact in these regions. The Regional Offices incorporate Advocacy and Legal Advice Centres (ALACs) established in collaboration with partners as a strategic initiative aimed at empowering citizens to actively participate in the fight against corruption and demand for accountability.

JOB SUMMARY

Transparency International Kenya (TI-Kenya) seeks to recruit a Research and Learning Officer. The job holder is responsible for supporting all aspects of Research and Learning for TI-Kenya, including ensuring quality assurance for all aspects of the organizations research and learning engagements as well as resource mobilization and budget management for research and learning interventions. Below is a detailed description of the key duties and responsibilities of the jobholder.

DUTIES AND RESPONSIBILITIES

RESEARCH:

- a) Lead in all aspects of research planning and execution processes including general oversight of TI-Kenya's research work ensuring data quality assurance, alignment to the research objectives and the organization's strategic plan.
- b) In collaboration with finance and programmes departments, support in recruitment and supervision of service providers engaged to undertake research and learning activities.
- c) Spearhead the development of research products and ensure they are rigorous and align with good practice.
- d) Provide required oversight for research-related capacity assessments.

- e) Provide required oversight collection and analysis of data and generation of quality research products.
- f) Ensure timely and regular dissemination of research findings to the project stakeholders, TI-Kenya staff, partners and stakeholders.
- g) Spearhead the development and implementation of sustainable approaches to increase the use of research and evidence to strengthen the programmatic impact of activities.
- h) Prepare research projects donor reports, policy briefs and fact sheets from projects findings.

LEARNING:

- a) Facilitate access to research data to programme staff and relevant stakeholders.
- b) Support in the design and facilitation of research capacity-building workshops, coaching, and other capacity development opportunities.
- c) Represent the organization at internal and external conferences/ workshops and deliver public presentations on research matters.
- d) Ensure implementation of responsive learning approaches aligned to the best standards.
- e) Ensure integration of lessons learnt in program/ project implementation.
- f) Actively collaborate with implementing partners to ensure that research processes and products are designed with evidence and learning priorities.

QUALITY MANAGEMENT:

- a) Spearhead the development and implementation of research service delivery standards.
- b) Ensure generation of quality knowledge products through reviewing the quality of research deliverables from programme staff, implementing partners and external service providers and providing recommendations for improvement.
- c) Review the quality of existing research related to social-economic data from all and provide recommendations for improvement.

RESOURCE MOBILIZATION AND BUDGET MANAGEMENT:

- a) In collaboration with the Resource Mobilization team, lead in fundraising for targeted research initiatives and raising proposals to address research-oriented Call for proposals (CFPs).
- b) Support the Resource Mobilization team in fundraising efforts while ensuring inclusion of strategic research approaches aligned to best practices.
- c) Provide budget oversight for the research-oriented activities and projects in the organization.
- d) Support in ensuring timely reimbursement of the research service providers.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in quality assurance, Statistics, Project Management, Monitoring and Evaluation, Management, or relevant social science discipline.
- At least 5 years' relevant work experience in Research and Quality Assurance
- Demonstrated experience in field research, data collection, data analysis and synthesis, managing research projects and teams and preparation of strategic information for decision makers.
- Demonstrated experience in engaging policy makers with research evidence
- Knowledge of multiple statistical software packages such as STATA, ODK, Kobo Collect, SPSS and Commcare.
- Demonstrated experience in design and implementation of institutional learning mechanisms.

COMPETENCIES:

- A person of high integrity that will model TI-Kenya's core values.
- A solid understanding of advocacy context in Kenya
- Good understanding and commitment to TI-Kenya's mission, vision and objectives.
- Excellent written and verbal communication skills in English and Kiswahili.
- Ability to work independently and as a team.
- Strong analytical skills.
- Highly organized and detail oriented; able to prioritize and produce quality work consistently
- Leadership qualities, personnel, and team management.
- Customer service orientation.