

## VACANCY ANNOUNCEMENT:

### Research Assistant, Afghanistan

We are seeking an experienced and professional Research Assistant (RA) to join the team for a full-time contract position to be based in Kabul, Afghanistan. Depending on their level of seniority, the Research Assistant will manage between one to three projects simultaneously and be increasingly involved in research aspects.

#### Who We Are

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programmes and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience of complex and fragile settings. With offices in Afghanistan, Germany, Kenya, Tunisia and the United Arab Emirates, we are based in the regions we study.

We have over ten years' experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organisations and NGOs, as well as public and private sector entities. It's an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South's high-potential, fast-growth social enterprises. For more information, please visit [www.samuelhall.org](http://www.samuelhall.org).

**WORK ENVIRONMENT:** We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your own spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team-players who can add value from the very start, expand our knowledge and help us to maximise our social impact.

#### Tasks & Responsibilities

##### Objective 1 - Research

- Assume responsibilities of the project cycle from A to Z
- Support the design or design research tools and research methodology.
- Conduct secondary research and desk reviews.
- Review translation and documents from colleagues, and occasionally translate tools and / or documents.
- Transcribe interview notes, write field reports, prepare and contribute to draft/final deliverables in a timely manner with strong analysis and recommendations in line with policy and academic standards.
- Provide the above in English, Kiswahili and French as required.
- Liaise with supervisors to improve the quality of outputs.

##### Objective 2 - Fieldwork

- Undertake socio-economic research including fieldwork and primary data collection, putting fieldwork at the centre of the mission.
- Plan and supervise project fieldwork, and adequate resource management with field coordinators.
- Support and monitor field team's work, provide input to improve the quality of the field team's interview notes, transcripts, outputs.
- Problem solve in the field.

##### Objective 3 - Organisational Support

- Train field teams and colleagues as required on components of the project cycle and research standards.
- Effectively communicate with supervisors on progress with daily updates on Monday.com
- Ensure all project related information is stored correctly.
- Direct reporting and support to the research team
- Support to widen Samuel Hall's network including through proposal development.

## Opportunities for Growth

Working at Samuel Hall means that you are contributing to ground-breaking, innovative, and rigorous work that bridges research, implementation, and policy. Most of our training happens on the job, but as part of our investment in learning and development, everyone is encouraged to apply for up to five days of paid professional development leave and financial resources to enable them to acquire new skills and knowledge.

## Vacancy Requirements

### Required

- A Bachelor's degree in a related field (education, law, statistics, international development, political science, education, migration studies, anthropology or other social sciences)
- Previous relevant experience in Afghanistan
- A minimum of 3 years of relevant experience in organisational management experience, preferably in fragile contexts
- Previous experience and knowledge of research in contexts of migration and international development, and of the humanitarian and development sectors.
- Knowledge of key institutional frameworks and stakeholders.
- Proven experience in writing research papers, consultancy reports, evaluation assignments and policy briefs.
- Proven experience in project management and leading field teams.
- Proven expertise in quantitative and qualitative data analysis and tools (for example, R, STATA, SPSS, NVIVO)
- Excellent verbal and written skills in English, Dari or Pashto
- Keen attention to detail
- Ability to be patient and to work well within a global team.
- Ability to cope well under pressure, occasionally work irregular hours and meet tight deadlines.

### Desirable

- A Masters degree in a relevant field
- Past experience specific to the East and Horn of Africa, Central/South Asia, and/or the Middle East and North Africa

Location	Kabul, Afghanistan (Position is open to Afghanistan nationals or bi-nationals only).
Position	Research Assistant, Afghanistan
Contract duration	24 months, renewable with a 3 month trial period
Vacancy closure	Open until filled
How to apply	All applicants should follow this link to apply: <a href="https://app.testgorilla.com/s/hgserimk">https://app.testgorilla.com/s/hgserimk</a>

*Samuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified, and interviews will be conducted on a rolling basis.*