



## JOB DESCRIPTION

IDENTIFICATION	
<b>Job Title</b>	Research Assistant
<b>Reporting to</b>	Research Officer - Africa Higher Education Health Collaborative's
<b>Contract Type</b>	Regular
<b>Contract Duration</b>	1.5 years
<b>Directorate/Unit/Project</b>	Monitoring, Evaluation and Research Unit/ Africa Higher Education Health Collaborative's
<b>Working Station</b>	Amref Headquarters (Nairobi) or any Country with Amref offices

### **AMREF HEALTH AFRICA OVERVIEW:**

Amref Health Africa was founded in 1957 and has since grown to become the largest African based international health development organisation; currently implementing more than 140 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in eight countries in Africa, including Kenya, Tanzania, Uganda, Ethiopia, Malawi, South Sudan, Zambia and Senegal. Amref's work in each country responds to local needs and priorities strengthen existing capacities in communities to take control of their health and strengthen the local health systems. In addition, there are eleven advocacy and fundraising offices located in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of Amref Health Africa's approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of **'Lasting health change in Africa'** and its mission **'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'**.

### **PROJECT OVERVIEW:**

The University of Toronto and Amref Health Africa are undertaking a Needs Assessment Research study, engaging with program partners within the Health Collaborative. The Health Collaborative is an eight-partner network, comprised of a number of organizations including leading African-based academic institutions, and is an initiative that was developed by the University of Toronto. The Health Collaborative aims to train and prepare young professionals for the meaningful work of growing African health sectors equitably and efficiently to meet the health needs in their respective countries.

The Needs Assessment Research study will involve a stakeholder and context analysis that will look at the internal and external environments which inform program design, development, and implementation of programs that will be implemented by partners within the Health Collaborative. The needs assessment will explore institutional strengths, program offerings, institutional needs, goals, capacity, resources, digital infrastructure, strategy, and environmental considerations (political, economic, technological) amongst partners.

### **MAIN PURPOSE OF JOB**

The position holder is responsible for leading on data collection, including through surveys and literature reviews, and supporting general research activities under the Africa Higher Education Health Collaborative's needs assessment research (NAR) study.



**MAIN DUTIES AND RESPONSIBILITIES:**

KEY AREAS	MAIN TASKS
<b>Assist in the Execution of the Research Study</b>	<ul style="list-style-type: none"> <li>Support packaging and submission of needs assessment research protocol to ethics review board in countries where data collection will take place.</li> </ul>
	<ul style="list-style-type: none"> <li>Read and understand needs assessment research protocol.</li> </ul>
	<ul style="list-style-type: none"> <li>Schedule and participate in virtual meetings with Health Collaborative partners, including pillar leads of the research, as well as study participants, and record meetings, take accurate and complete minutes.</li> </ul>
	<ul style="list-style-type: none"> <li>Engage with pillar leads at the start of the research study and periodically, to ensure a strong understanding of the work conducted so far, and to provide accountability.</li> </ul>
<b>Data Collection and Analysis</b>	<ul style="list-style-type: none"> <li>Lead design/review of needs assessment research data collection tools.</li> </ul>
	<ul style="list-style-type: none"> <li>Contribute to the design of data collection tools.</li> </ul>
	<ul style="list-style-type: none"> <li>Participate in study training and pretesting of data collection tools.</li> </ul>
	<ul style="list-style-type: none"> <li>Interview study respondents across multiple countries.</li> </ul>
	<ul style="list-style-type: none"> <li>Lead focus group discussions and key informant interviews.</li> </ul>
	<ul style="list-style-type: none"> <li>Conduct literature reviews.</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure completeness and accuracy of data collected.</li> </ul>
	<ul style="list-style-type: none"> <li>Compile, tabulate and/or code participant data and enter into database. Update database as necessary.</li> </ul>
	<ul style="list-style-type: none"> <li>Promote surveys to partners within the Health Collaborative as well as wider health sector ecosystem partners.</li> </ul>
<b>Report Writing and Dissemination</b>	<ul style="list-style-type: none"> <li>Support data management and analysis.</li> </ul>
	<ul style="list-style-type: none"> <li>Assist in drafting reports on the study's findings.</li> </ul>
	<ul style="list-style-type: none"> <li>Support dissemination of study findings.</li> </ul>
	<ul style="list-style-type: none"> <li>Draft communication templates, such as emails or social media posts that can be shared on various platforms.</li> </ul>
<b>Any other tasks</b>	<ul style="list-style-type: none"> <li>Assist in drafting reports on the study's findings.</li> </ul>
	<ul style="list-style-type: none"> <li>Participant in Amref Research Community of Practice.</li> <li>Participant in Amref IRB activities and meetings.</li> </ul>

**REQUIRED QUALIFICATIONS**

**Education and knowledge**

- Bachelor's degree in Public Health, Statistics, Development economics, Epidemiology, Social Sciences, or related studies from a recognized institution.

**Required Qualifications and Experience**

- At least Three (3) years of relevant experience in research, preferably within a health - oriented NGO.



- Strong data management and analysis skills.
- Knowledge of data management as well as data security protocols.
- Experience in preparation of PowerPoint presentations.
- Experience in using Microsoft excel and any other analytical software such as SPSS, Stata.
- Previous experience conducting quantitative and qualitative research.
- Detail oriented.

### **Skills and Competences**

- Strong command of English is a requirement, both oral and written.
- Proficiency in other languages, including relevant dialects in the study's focus countries (Ghana, Ethiopia, Kenya, Rwanda, and South Africa) considered an asset.
- Strong command of virtual platforms, such as Zoom, Microsoft Teams.
- Good interviewing skills.
- Ability to work with multi-cultural teams.
- Strong facilitation skills.

### **Work Environment**

- About 90% of staff time spent will be spent in the office/or working from home, depending on COVID-19 regulation measures, while 10% will be spent in the field.

### **Hours of Work**

- As per HR policy - official working hours from 8.00am to 5.0pm, Monday to Thursday with one hour lunch break and 8.00am to 2pm on Friday.

### **How to Apply.**

Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **June 16, 2022**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy*