

## RESEARCH ASSISTANT JOB DESCRIPTION

<b>Position</b>	RESEARCH ASSISTANT	<b>Department</b>	ADMINISTRATION
<b>Key Result Area</b>		<b>Description</b>	
1. Planning and scheduling		<ul style="list-style-type: none"> <li>• Develop concepts around research techniques</li> <li>• Identify key research needs for VBTC</li> </ul>	
2. Key Roles		<ul style="list-style-type: none"> <li>• Collect and analyze data</li> <li>• Prepare interview questions for research</li> <li>• Prepare, maintain and update website materials</li> <li>• Attend research project meetings</li> <li>• Prepare progress reports</li> <li>• Prepare other articles, reports and presentations</li> <li>• Track progress over time</li> <li>• Assist develop and implement Monitoring &amp; Evaluation strategies</li> <li>• Assist maintain VBTC's television, radio and online broadcast schedules</li> </ul>	
3. Relationship management		<ul style="list-style-type: none"> <li>• Must be a Team player</li> <li>• Good Communication Skills</li> <li>• Pays attention to detail</li> <li>• Critical thinking and Technical skills</li> <li>• Statistical and Graphical Analysis of Data</li> <li>• Interviewing personality</li> </ul>	
4. Reporting		<ul style="list-style-type: none"> <li>• Monthly report to the CEO</li> </ul>	
<b>Key Performance Indicators</b>			
<p>1. <b>Accuracy &amp; Timeliness</b> - Pays attention to detail and checks planning work to make sure it is accurate, reliable and meets deadlines.</p> <p>2. <b>Commitment to work</b> – Shows interest and enthusiasm for their job; is reliable and attends work or returns from breaks on time; gives satisfactory explanation for any absences; complies with VBTC requirements and policy.</p> <p>3. <b>Initiative</b> – Completes work independently with little or no supervision; identifies any problems on the job &amp; solves them or speaks up about it.</p> <p>4. <b>Teamwork</b> – Display initiative team work between stakeholders.</p>			
<b>Qualifications, Skills and Experience</b>			
<p>A minimum of 3 years' experience as a Research Assistant, M&amp;E or related field.</p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent; college degree preferred</li> <li>• Demonstrated leadership, creativity and initiative</li> <li>• Demonstrated experience liaising with Vendors</li> <li>• Excellent verbal and written communication skills</li> <li>• Strong Interpersonal &amp; Media skills</li> <li>• A valid driver's license</li> <li>• Proficiency in written and spoken Bislama and English with French an added advantage.</li> </ul>			