

RESEARCH ASSISTANT JOB DESCRIPTION

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