Vacancy announcement

Research Assistant at Samuel Hall
Innovation Pillar

The Research Assistant will be part of Samuel Hall’s Innovation Data Lab and based either in Berlin, or the Nairobi or Kabul offices. Tasks will include conducting integral components of research projects, including desk reviews, tool design and data analysis.

Who we are

Samuel Hall is an independent think tank specialised in field research and social impact. We provide practicable insights to challenging issues in the developing world by providing academic-standard research through primary data collection in areas where researchers do not commonly go. Samuel Hall works with governments, donors, multilateral organisations and INGOs, as well public and private sector entities. We have worked with more than sixty-five organisations worldwide since 2009 through our offices in Afghanistan, Kenya and Somalia covering Asia and Africa.

The iLab’s purpose is to create tools for use in the analysis and interpretation of data collected in the field, and to make those tools available to development actors throughout the world. To this end, we rely on the experience and the vast trove of data accrued by Samuel Hall over many years of fieldwork in some of the world’s most challenging environments. These assets permit us to look at data from novel perspectives, developing new approaches, from sampling methodologies to indices, statistical models, predictive analytics, and even techniques from other fields to better understand the situation on the ground and the opportunities for and dangers posed to development actors and their target populations. We strive wherever possible to collaborate in and contribute to the creation of global standards and best practices in data collection and analysis, and to make public as much of our data, tools, software and methodologies as possible. The iLab contributes these tools and analyses to the global development community in the hope of informing spirited and rigorous policy debate, and raising awareness of the rapidly evolving realities of vulnerable populations.

We are a rapidly growing research organisation: you will be expected to growth with us and carve out your own spot in the team. We look for pro-active, creative individuals who can identify opportunities to make their mark, and identify solutions to problems. We believe in hiring people who can show their ability to be both strong leaders and reliable followers, who have skills that our team currently lacks and who join us to add value from the very start. We hire people who can expand our knowledge, and help us reach our social impact objective in their field of expertise. We work in a fast-paced, demanding and challenging environment: you will need thick skin, passion and dedication!

Nature of the role

Objective. To fulfil the role of a Research Assistant/Intern to the Innovation Pillar.

Background. One to two students/recent graduates are selected each year to work in our Innovation Pillar as a research assistant/intern. Applicants must be pursuing their Master’s/Doctoral degree or be recent graduates, have proven interest and experience in data analysis, and have a proposal for submission to the company outlining perceived areas in which their skills could be best used.
Specificities. Dependent on interests and experience, each research assistant will support the Innovation Pillar lead on a variety of activities. The specific end goal for Samuel Hall is to ensure that capacity is built for full time integration as a core member of the Samuel Hall team beyond this time frame. This could include a transition to a full-time Project Officer position.

Specific project needs

Samuel Hall is seeking a motivated Research Assistant to join the innovation lab for a period from six months to one year.

The responsibilities of the Research Assistant are to:

- Support Project Lead on one or more research projects
- Conduct secondary research and literature reviews
- Assist in the design of research tools and research frameworks
- Monitor fieldwork
- Conduct advanced data analysis on SPSS, Stata or Excel
- Write draft report sections, concept notes and other research materials
- Assist the team in the development in a consolidated database containing datasets previously collected by Samuel Hall in different environments and contexts
- Conduct stakeholder mapping to investigate potential partnership opportunities

Applicants will need to possess and be able to demonstrate the following qualifications and transferable skills:

- Interest and experience working with data
- Interest in migration and displacement
- Excellent spoken and written English
- Keen attention to detail
- Ability to being patient and to work well within a multicultural team, including in remote working environments
- Ability to cope well under pressure, work occasionally irregular hours and meet tight deadlines

Tasks to be performed under the contract

- PILAR SUPPORT
  - Support the Pillar Lead in all her work (research, partnerships, dissemination, strategic expansion)
  - Put forward editorial ideas for dissemination work
  - Liaise with potential partners to build up Samuel Hall’s network
  - Manage Innovation pillar twitter feed
  - Coordinate work with other pillars and country offices
  - Support other Pillars as needed

- DATA MANAGEMENT
  - Class past datasets and assess quality of content
  - Identify overlap of complementarity of themes and questions
  - Structure datasets into relational database
  - Contribute to Samuel Hall’s standardized library of quantitative tools

- RESEARCH SUPPORT
  - Support the design of research tools and research frameworks
  - Conduct background desk research and qualitative data analysis
  - Monitor data quality and conduct (preferably advanced) data analysis
  - Support to provide strong analysis and reporting in line with policy and academic standards
  - Effectively communicate with supervisors on progress and to improve quality outputs
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Samuel Hall is an equal opportunities employer. Applications that do not follow the required format or content will not be considered. Only selected applicants will be notified.