



Researcher at Samuel Hall

Samuel Hall (www.samuelhall.org) is seeking an experienced and professional Researcher to join its team for a full-time position based in our Kabul office. Researchers have the opportunity to apply their skills in our Kabul office. They are a key component of our research projects and work in teams on desk reviews, developing tools, conducting and managing fieldwork, analysis and report writing.



Who we are: Objectives and Ethos

Samuel Hall is a social enterprise that conducts research in countries affected by issues of migration and displacement. Our mandate is to produce research that delivers a contribution to knowledge with an impact on policies, programmes and people.

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.

We generate knowledge in the form of primary data and the insights and analysis we provide. We fill in data gaps with the contextual and scientific standards required. 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.

Vacancy Requirements

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

- Advanced university degree (Master's degree or equivalent)
- Complete written and oral fluency in English and Dari; Pashto is an asset
- Exceptional English writing skills
- Proven experience working in research in Afghanistan and on at least one of our areas of thematic expertise
- Keen attention to detail
- Ability to adapt and work well within a team
- Ability to cope well under pressure, work occasionally irregular hours and meet tight deadlines

Tasks to be Performed under the Contract

Vacancy Summary

Samuel Hall is seeking an experienced and professional Researcher to join its team for a full-time position based in our Kabul office. The responsibilities of the Researcher are:

Objective 1 – Research

- Assume all responsibilities of the project cycle from A to Z, with the assistance, support and overall guidance of the Project Manager
- Design research methodologies and tools
- Conduct secondary research, literature reviews and key informant interviews

- Conduct fieldwork in Kabul and at times in other provinces, depending on security and prior decision
- Manage fieldwork logistics
- Analyse data, transcribe notes, write progress reports, field reports and sections of draft reports and present at client meetings
- Occasionally translate research tools such as questionnaires, focus group discussion guidelines, interview guidelines, training documents, presentations, authorization letters, field interviews, field notes, executive summaries, reports and briefings
- Cover various topics and themes, including public and private sector research, humanitarian and development evaluations and studies on education, migration, marginalized communities, gender, labour, market assessments, protection, rule of law, etc.
- Provide the above services in both written and spoken English and Dari; knowledge of Pashto is an asset

Objective 2 – Problem Solving and Management

- Review past translations and documents from other team members and provide feedback in order to improve the quality of the work when needed
- Identify gaps and propose solutions regarding tool design, data collection and analysis
- Supervise qualitative data collection efforts when needed and manage several enumerators
- Devise potential tests and training materials for national applicants
- Keep an updated database of relevant national contacts
- Keep a strong and professional relationship with the Project Manager throughout the project cycle
- Be proactive and propose innovative ideas for the improvement of research cycle and office procedures related to research tasks

Summary of Job Description	
Employer	Samuel Hall
Location	Kabul, Afghanistan
Position	Researcher
Contract Duration	One year with a flexible trial period (renewable)
Gender	Any (female applicants are strongly encouraged to apply)
Nationality	Afghan
Salary	To be determined
Vacancy Announcement	05 March 2019
Vacancy Closure	Open until filled
Preferred Background	Any
Minimum Qualifications	Master’s degree or equivalent
Submission E-Mail	careers@samuelhall.org
Submission Guidelines	All applicants should send their cover letter and CV in separate PDF files, each labelled: “CL/CV – Full name of Applicant” with the e-mail subject line clearly expressed, using the following format: “Name – Position of Interest”. Two writing samples in English and three valid references also need to be submitted. Samuel Hall is an equal opportunities employer. Applications who do not follow the required format will not be considered. Only selected applicants will be notified.

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