

## Research Assistant (x2)

Are you keen to use your analytical, organisational and writing skills to research women's economic empowerment? Do you have experience of using research to influence development policy and practice? Are you passionate about gender equality?

Publish What You Fund is the global campaign for aid and development transparency. We are an independent NGO combining robust research and technical expertise with targeted advocacy in order to make aid and development efforts more transparent and effective.

We are recruiting two Research Assistants to work on an exciting new project aimed at increasing the transparency of funding for women's economic empowerment (WEE). We will examine funding towards WEE as a key aspect of gender equality, including women's financial inclusion, gender integration and women's empowerment collectives. This research will focus on Kenya, Nigeria, Uganda, Ethiopia, Bangladesh and Pakistan. We will utilize an evidence-based approach to advocate for greater tracking and transparency of funding towards WEE.

Research Assistants will be responsible for executing research (literature reviews, interviews, primary and secondary data collation, and analysis) and producing high quality research outputs (policy briefs, issue papers, reports). You will be part of a small but high impact team, with the opportunity to contribute to discussions across a range of work and support wider organisational learning.

Location: Flexible- Candidates must be based in Kenya, Nigeria, Ethiopia, Uganda, Bangladesh or Pakistan.

Contract: One- year, with a possibility for extension, requiring 35 hours a week

Remuneration: £30,000 p.a.

Publish What You Fund is committed to enhancing the diversity of its staff team, and to promoting racial and gender equity in the workplace. We particularly welcome applications from people of colour and other underrepresented groups.

### Key duties

#### Research:

- Produce literature reviews drawing on academic and industry literature.
- Conduct in-depth qualitative and quantitative research into funding for WEE. This will include desk-based research, key informant interviews, and survey data collection.

- Contribute to the conceptualisation of WEE typology and data collection tools including KII questionnaires and country level funding surveys.
- Undertake analysis on a range of specific issues and policies related to WEE, such as women's financial inclusion, gender integration and women's empowerment collectives.
- Review transcripts, conducting thematic analysis and analysing large data sets.
- Contribute to the development of the project's advocacy strategy and stakeholder mapping.

#### Writing:

- Author and co-author a range of written documents including external policy briefs, blogs and research reports for different audiences, such as policy-makers, donors and programme practitioners.
- Work with the broader team and in-country partners to communicate findings and policy recommendations in an accessible and engaging manner.
- Present key research findings to a range of stakeholders in both written and oral form.

#### General Administration:

- Maintain large databases of qualitative and quantitative data.
- Support the organising of meetings with country research teams.
- Support the organising of research field trips.
- Develop presentations and related materials ahead of events and advocacy engagements.

#### Essential skills and experience

- Degree in international development, economics, social sciences, international relations or similar field.
- A minimum of 2 years of professional experience in a research role.
- Demonstrable interest in gender equality, ideally focused on gender integration or women's economic empowerment.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Expertise in analysing data using simple statistical software/functions, and experience with qualitative data analysis.
- Experience in producing research outputs in a short period of time and for different audiences.
- Clear and concise writing style, including the ability to consolidate information from a range of sources and describe research findings and analysis in non-technical language.
- Ability to communicate with a range of stakeholders – from private institutions to INGO and CSOs.
- The ability to work on own initiative and ensure that work is delivered on time and to a high standard.
- Flexibility to adjust to changing priorities and timelines.
- Ability to work collaboratively and with cross-cultural competence.
- Fluency in English.

## Desirable skills and experience

- Knowledge/experience of working with/researching gender equality funding
- Knowledge/experience of gender equality advocacy
- Other working proficiency language skills a bonus

## How to apply

Please send your two-page CV and a one page covering letter to: [recruitment@publishwhatyoufund.org](mailto:recruitment@publishwhatyoufund.org). In your cover letter please explain clearly how your experience meets the essential criteria and indicate where you are based. Please include *WEE Research Assistant Application* in the subject line.

The deadline for applications is 12<sup>th</sup> October 2020 at 9am.

We will review applications on a rolling bases and encourage candidates to submit their applications early.

**Due to the high number of applications we will only be able to respond to successful applicants.**