

Terms of Reference: Research Associate | Laterite Rwanda

Start date:	June 2015
Position:	Research Associate
Education:	Masters in Economics, Development Studies, or related field
Experience:	At least 1 year of relevant work experience
Organization:	Laterite Ltd
Language requirements:	English; French, Kinyarwanda and Swahili a plus
Skill requirements:	Strong quantitative data analysis skills

About Laterite

Laterite is a data, research and technical advisory firm that helps clients understand and analyze complex development challenges. Laterite uses the most rigorous data collection and analytic techniques to advise organizations and governments that work to achieve social and economic change. Laterite provides three types of services to its clients: i) comprehensive data collection and data processing solutions to clients; ii) the design, roll-out and analysis of large socio-economic research projects using the latest available methods and technology; and iii) strategic and technical advice to public and private sector clients on the design of policies and projects aimed at solving complex development problems. Laterite was established in Kigali in late 2010, with the objective of bringing world-class research services to African markets with a high growth potential but little advisory infrastructure.

You can find out more about Laterite on our website at: www.laterite-africa.com

Working with the Research Team at Laterite

Working with Laterite's Research Team Laterite will provide you with the opportunity to develop outstanding analytical, research and advisory skills, whilst gaining first-hand experience working on priority development challenges and opportunities. Laterite offers:

- The opportunity to work with a highly skilled and diverse team of very friendly people
- A youthful and dynamic environment, that constantly focuses on learning and innovation
- A company dedicated to ensuring growth and personal development for all its staff
- A chance to make a difference on relevant policy and development issues

The Research Team is responsible for the technical and analytic work. The roles on the research team vary from junior research analyst, through to research associate, senior research associate, project manager, country manager and partner.

Who we are

Laterite is led by a team of young entrepreneurial professionals who see the opportunity to transform the way research is done. The research team has degrees from some of the world's top universities, including Harvard University, Columbia University, University of California – Berkeley, London School of Economics, Johns Hopkins University (SAIS) and Science Po with vast experience working in development research in several countries. Our entire data collection team is recruited and trained from the best local universities in the countries we operate. Laterite is proud to be a culturally diverse organization with permanent staff from Rwanda, Canada, France, Greece, Kenya, and Uganda.



Position Description

This position is Rwanda based. Research Associates play a hands-on role in implementing research projects, conducting the technical analysis and contributing to the final client recommendations. They are involved in all the steps associated with the timely and high quality delivery of research projects from beginning to end. This includes working on writing proposals, designing and piloting research instruments, designing sampling strategies, supervising data collection processes, analyzing quantitative and qualitative data, writing reports, managing communication with clients and presenting findings and recommendations to clients. Research Associates are also expected to manage internal research projects for the Laterite Lab.

In addition to developing and sharpening their analytical skills and getting first-hand experience with fieldwork, Research Associates have a voice in project selection, corporate strategy and structuring the research agenda of the Laterite Lab. Working as a research associate for Laterite will position yourself for competitive PhDs, joining development organizations or other consulting firms, and of course for other positions at Laterite. At Laterite we value the career progression of our staff. We expect our staff to progress within the company and grow professionally, from both a managerial and technical perspective. Joining the team as a Research Associate puts you on the Project Manager-track.

Profile

Ideal candidates are passionate about international development, and are willing to commit for at least two years to living in Kigali, Rwanda. They have a masters degree related to economics, international development, business, public policy or statistics and some relevant professional experience. They are willing to develop their professional skills and contribute to the growth of an organization dedicated to social and economic development. They have outstanding technical and analytical skills, are proficient communicators in English, have excellent interpersonal skills, are self-motivating and team players.

Key Responsibilities

1. Clean and analyze qualitative and quantitative data using statistical software such as STATA or R, with supervision by senior management team
2. Conduct qualitative interviews, including semi-structured interviews and moderating focus group discussions
3. Contribute to research design , including the development and piloting of survey instruments
4. Supervise data collection to ensure that the highest data quality standards are met
5. Manage project budget, including tracking project expenses and adherence to the project budget
6. Write client reports with supervision by senior management team
7. Assist in overseeing that timelines and benchmarks are being met for our clients
8. Support and develop Laterite Lab initiatives
9. Develop a strong understanding of the local Rwandan context in terms of politics, economics and new business development
10. Provide support on project proposals and pro-actively seek independent research
11. Provide administrative support, as needed, to senior management team – including accounting, HR, logistics and related duties.



Qualifications

1. At least 1 year of work experience in international development, public policy, economic and social research, or management consulting
2. Masters degree in economics, public policy, international development, public health, or a related field
3. Strong statistical analysis skills and knowledge of related tools/software (in particular R, Stata, and MatLab)
4. Excellent oral and written communications in English (French, Kirundi, Swahili, or Lingala would be a plus)
5. Excellent management and organizational skills
6. Experience living and working in different cultures; time spent in sub-Saharan Africa or other developing countries strongly preferred
7. Must be detail-oriented, able to manage multiple tasks efficiently, independent and motivated self-starter who will thrive in a start-up environment by taking ownership and initiative

Compensation

Competitive with similar roles in other social enterprises and research firms. Benefits include two round-trip flights per year, generous leave, international health insurance, medical evacuation and personal/company bonuses.

Application Process

Please submit a CV, cover letter and a short writing sample to jobs@laterite-africa.com. The subject line should read: “Laterite Application > Research Associate”. Applications are reviewed on a rolling basis so we encourage you to apply ASAP.