Innovations for Poverty Action Liberia is seeking to hire highly motivated, qualified and experienced Research Associate* to join our team. IPA Research Associates play a critical role ensuring high data quality, research protocol compliance and project management. The Research Associate will work across multiple sectors depending on project needs, these include Peace and Recovery, Social Protection, Agriculture and Education. Moreover, along with leading research projects in these sectors the Research Associate will support IPA Liberia management in project development and policy engagement efforts depending on the needs of the country office.

* Priority will be given to Liberian National hires.

Responsibilities:

**Research Coordination (50%):**
- Developing and piloting the survey instruments and interventions, including SurveyCTO programming digital data collection; managing the translation and back-translation of the survey into the local language.
- Ensuring adherence to data quality protocols; including overseeing staff, monitoring data collection, conducting data quality audits, and ensuring data security; conducting data quality check using IPA’s Data Management System and Minimum Must Dos.
- Hiring, training, and managing the field teams that will conduct the data collection activities.
- Lead development of research/field protocols and training materials in coordination with Research Manager and Principle Investigators
- Managing all field logistics, procuring products, and getting approvals from local authorities.
- Work closely with current Research Manager, Principal Investigators, Research Associates and local partners to ensure study protocols are followed per the research design and methodology
- Managing the project budget and field expenses to formulate robust field plan for efficient use of funds
- Undertake data cleaning, verification and preliminary analysis with the PI and supervisor(s) using econometric analysis and software tools like STATA.
- Produce and assist supervisors in technical reports for donor and/or other stakeholders such as Field Reports, Preliminary Analysis and Project Reports
- Establishing and managing strong relationships with partners; and supporting writing progress reports;
- Keeping the Research Manager and the PI team appraised of all project activities;
- Coordinate and plan dissemination and implementation events based one project needs;

**Project Development & Project Development Coordination (40%):**
- In collaboration with the Country Director, Research Manager and the Policy team, develop and continuously review and adapt as needed, a project development and policy engagement strategy for the various sectors;
- Develop new and manage existing relationships with IPA partner organizations and principal investigators to enhance the relevance and influence of IPA Liberia’s research, support targeted dissemination of research findings, encourage scale-up of successful projects;
- Identify priority research questions and key concerns for policy makers in the various sectors, and initiate and manage the development of corresponding new research proposals;
• Represent IPA at local forums focused on priority sectors, identified in collaboration with the Country Director and Policy team, including work groups, tasks forces, advisory committees, conferences, etc.
• Lead and initiate a portfolio of project development efforts with researchers, funders, and partner organizations;
• Help develop and implement capacity building efforts in rigorous evaluation to local stakeholders and funders;
• Support the development of new projects in other sectors, as needed.

Organizational Responsibilities (10%):
• Provide support to Research Manager in building robust systems for field teams;
• Develop and take part in office-wide trainings;
• Maintain compliance with all company policies and procedures;
• Perform related duties as assigned by supervisor

Required Qualifications and Experience:
• A Master’s Degree in economics, statistics, social sciences, public administration, or related fields from a reputable institution.
• At least 3 years of field and data management experience overseeing projects in Liberia. Prior enumeration experience, strongly preferred. Highly proficient in complex work planning and project management;
• Skilled at building relationships with senior leaders and government officials and presenting technical opinions in an objective manner;
  • Ability to work independently and pro-actively with minimum oversight;
  • Strong critical thinking and judgment to quickly identify problems and devise solutions as well as escalate matters as needed;
  • Proven ability to handle multiple diverse assignments at one time successfully complete assigned tasks and meet deadlines while conducting high-quality work;
  • Experience conducting social science or economic field research; experience in conducting field research in developing countries required. Background in randomized control trials is a plus;
  • Strong written and oral communication skills and complete fluency in English is required.
• Excellent understanding of project management.
• Advanced computer skills (Excel, Word, emailing, Google Drive)
• Data collection experience on tablets/PDA using SurveyCTO/Kobo/ODK Collect
• Cultural sensitivity and demonstrated ability to work successfully with diverse constituencies required;
• Strong quantitative, budgeting, and financial management skills required;
• Ability to present research findings, including to non-research focused audiences; and
• Passion for making data-driven decision a reality in the development field
• Very flexible, self-motivating, able to manage multiple tasks efficiently, and team player.
• Able to complete tasks on tight deadlines.

We are looking for a commitment period of one year with potential for extension based on performance for this position.
If you are interested and qualify with the above stated requirements, then please fill out this Google link to send your application: IPA Liberia Research Associate Application.

Deadlines for the submission of application are: December 23rd, 2019. Applicants are expected to start by end January 2020.

IPA Liberia WILL NOT accept hardcopies, and these applications WILL NOT be considered for the position.