

Assistant Research Officer - International Development Research

High Wycombe, Buckinghamshire (30 minute commute from London)

Economic Development Initiatives (EDI) Ltd is a research and data collection company working in international development and has offices based in the UK and East Africa. EDI is an independent operating subsidiary of [Mathematica](#). EDI works with high profile development clients such as the World Bank, UNICEF, IFAD, National Governments, Millennium Challenge Corporation, DFID and others in co-developing and implementing large scale socio-economic surveys and impact evaluations. We have also developed a leading data-collection software product, surveybe™, for conducting large scale international development surveys, and we support clients all over the world with the preparation and implementation of surveys on CAPI technology using this software.

EDI now seeks an Assistant Research Officer to work with our UK and overseas survey teams in the running of large-scale surveys and impact evaluations on health, agriculture, education and infrastructure. As an Assistant Research Officer, you will be involved in all stages of the project cycle, including:

- Assisting with the preparation of project proposals, company profiles, expressions of interest and tenders and other activities to win new projects;
- Play a central role in the planning, budgeting, implementation, oversight and documentation of client surveys, including (but not limited to):
 - Contributing to the development of quantitative and qualitative survey instruments in line with research questions;
 - Configuring questionnaires in surveybe software;
 - Conducting and supporting training of field teams;
 - Participating in the piloting/testing the survey;
 - Setting up data processing and quality control procedures;
 - Writing survey and training manuals;
 - Monitoring the field progress and incoming data, and providing feedback to the team;
 - Preparing final data sets for client delivery and assisting in writing reports; and,
 - Providing input into the development of project timelines and budgets, and
- Guide our surveybe clients through the design and configuration of their project specific questionnaires, and advise on best data model/structure of their survey; and,
- Communicate EDI research to a range of audiences through blog posts, and other media.

This exciting role will provide the opportunity for significant international travel to East Africa and other developing countries, often in remote areas. This role is ideal for candidates with strong quantitative skills, a passion for international development and an interest in producing high quality data to inform policy.

Applicants should be a recent Master's graduate in Economics, International Development, Statistics, Survey Research or similar, and have some experience in a developing country scenario. In addition, the applicant must possess:

Essential:

- An excellent knowledge of and experience of using Stata and writing do-files for dealing with large datasets, and a good understanding of data structure;

- An enthusiasm for setting up electronic questionnaires that stretch the boundaries and possibilities of electronic questionnaire design;
- Experience in analysing large data-sets from surveys in developing countries;
- Demonstrated experience of an organised and flexible approach to managing and prioritising multiple concurrent projects and activities in a fast paced environment with tight deadlines;
- Excellent interpersonal and consultative skills, including the ability to communicate, present, negotiate and influence a variety of audiences;
- A strong attention to detail;
- Willingness to travel at short notice and on a flexible time basis;
- Willingness to work flexible hours to meet client deadlines;
- Ability to work independently;
- Travelling or working experience in a developing country;
- Excellent command of spoken and written English;
- Must have the right to work in the UK.

Desirable:

- French, Spanish, or other language fluency
- Extensive knowledge of SQL and other software related syntax/code, otherwise the ability and enthusiasm to learn and apply it;
- Experience in managing data collection in developing countries using CAPI systems (surveybe, Survey Solutions, ODK, surveyCTO, etc);
- Experience in socio-economic research design and impact evaluation methods;
- Experience of establishing strong working relationships with colleagues from different functions and cultures, and working with teams from a distance;
- Experience in conducting training and/or working in a client facing role.

Working arrangements: The position is full time. Initially the candidate would be based at EDI's offices in High Wycombe (town centre), an easy commute from central London. International travel will be required. Once established in the role, EDI also offers its Research staff the opportunity to be based at our East Africa offices.

Contract type: Permanent. All contracts of employment are subject to a four-month probationary period.

Salary: Starting salary £26,000 per annum. The starting salary will be dependent on qualifications and experience, and subject to review.

Applications: To apply please send an up-to-date curriculum vitae, with a detailed list of experiences in surveys and data collection (of no more than 2 sides of A4) and a detailed statement (of no more than 1 sides of A4) explaining why you are interested in this post and how your skills and experience make you suitable. **Please indicate in your detailed statement when you are available to start work.**

Please send applications to vacancies@surveybe.com no later than **March 2nd 2019, 6 pm UK time**. Please make sure you include the title of the post you are applying for in the email subject and where you heard about the vacancy in your cover letter.

For further information on EDI, see <http://edi-global.com/>