



# EDI Global

A Mathematica Company

## Assistant Research Officer

### International Development Research, Survey and Data Management London, United Kingdom

EDI Global (UK) Limited (trading as [EDI Global](#)) is a research and data collection company working in international development and has offices based in East Africa and in the UK. EDI Global is an independent operating subsidiary of [Mathematica](#). EDI Global works with high profile development clients such as the World Bank, UNICEF, IFAD, National Governments, Results for Development, Georgetown University and others in co-developing and implementing large-scale socio-economic surveys and impact evaluations.

EDI Global now seeks an Assistant Research Officer to work with our survey teams in the running of large-scale surveys and impact evaluations on health, agriculture, education and infrastructure topics. 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. This exciting role will provide the opportunity for significant international travel to East Africa and other developing countries, often in remote areas.

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 SurveyCTO software;
  - Conducting and supporting training of field teams;
  - Participating in the piloting/testing of survey tools;
  - 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;
  - Providing input into the development of project timelines and budgets, and,
- Communicate EDI Global research to a range of audiences through blog posts and other media.

Applicants should be a recent Master's graduate in Economics, International Development, Statistics, Survey Research, or similar. In addition, the applicant must possess:

#### Essential:

- A good 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;

- 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 relatively short notice and on a flexible time basis;
- Willingness to work flexible hours to meet client deadlines;
- Ability to work independently;
- Excellent command of spoken and written English; and,
- Must have the right to work in the UK.

**Desirable:**

- Extensive travelling or some work experience in a developing country;
- Experience with electronic data collection software (SurveyCTO, Survey Solutions, ODK, etc.);
- Experience in socio-economic research design and impact evaluation methods;
- Experience with qualitative surveys; and,
- French, Spanish, or other language fluency.

**Working arrangements:** The position is full time and will be based in London. EDI Global supports flexible working with staff able to work from home on selected days. International travel will be required. Once established in the role, EDI Global 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 £29,000 per annum. The starting salary will be dependent on qualifications and experience, and subject to review.

**Starting date:** January 2022 (to be discussed with the selected candidate).

**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 confirm in your detailed statement that you have the right to work in the UK and when you are available to start work. Please name your CV file “Last name\_first name\_CV” and your cover letter file “Last name\_first name\_CL”.

Please send applications to [AssistantRO2021London@edi-global.com](mailto:AssistantRO2021London@edi-global.com) no later than November 1<sup>st</sup> 2021, 6pm UK time. Please make sure you include the title of the post “Assistant Research Officer London 2021” you are applying for in the email subject and where you heard about the vacancy in your cover letter.

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