

## **Job Spec: Zambia Research and Assessment Officer**

If you would like to apply for this position, please email your CV and a covering, motivational letter to [mamela@goldpe.org.za](mailto:mamela@goldpe.org.za) by 12pm on the 24 May 2010. The position is available from July/August 2010. Successful applicants will be notified for interview dates, to be held on 3 June 2010.

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### **1. Main purpose**

To carry out the implementation of field based programme assessment, research and documentation activities in order to:

- Assist in the quality assurance of GOLD peer education on the ground
- Assist in conducting research, documentation and analysis that informs the ongoing development of improved GOLD Peer Education methods and products in all countries of implementation
- Support Head Office Research & Development team to manage the annual print and distribution process
- Assist in the co-ordination and development of systems related to the day to day administration of the GOLD office in Zambia.

### **2. Reporting to:**

Zambia National Manager

The Zambia Research and Assessment Officer will also report on tasks to the various Head Office functional managers (when required) regarding outputs within the following functional areas: Quality Assurance and Research and Development.

### **3. Effective date:**

This job profile will be effective from 1 August 2010 and will continue until a revised job profile is agreed in writing by the incumbent of the position and the Zambia National Manager.

### **4. Context:**

The conditions under which the job operates, requires that the Zambia Research and Assessment officer be based in Lusaka Zambia and must be willing to travel regularly within (in a team or on their own) via plane and/or road to selected sites and underserved communities where GOLD Peer Education is being implemented or represented in Zambia. This may include overnight stays of up to one week away from home in Zambia as well as in South Africa from time to time (or other Southern African countries on rare occasions).

## **5. Authority Level and Decision Making:**

The Zambian Research and Assessment Officer will be able to make decisions at a Zambian implementation level within the context of agreed functional strategies, budgets and outputs. This will include using agreed tools (developed in collaboration with HO QA and/or R&D) and methods of research, assessment and analysis. Head Office Functional Strategies, budgets and outputs will be jointly agreed by the GOLD Senior Management. This will take place at annual planning and will include representation from all areas of the organisation. The Zambian Research and Assessment Officer will participate in this process.

## **6. Key result areas:**

This list contains roles that are typically associated with the job. It is not all-inclusive and may vary from time to time.

### **6.1 Research and Development (R&D)**

To assist in the facilitation of collecting input from Zambian programme stakeholders (Government Programmed Managers and District level coordinators; Implementing Organisation Leadership including Directors and Programmed Managers; Implementing organization facilitators; Peer educators, Provincial collaborative NGO's; and relevant provincial network contact persons) and facilitate the sharing of learnings amongst the stakeholders in a way that informs the ongoing development of GOLD products and implementation methods. This may involve:

- 6.1.1 To coordinate and co-facilitate provincial programme design task teams
- 6.1.2 To coordinate and co-facilitate focus groups and interviews
- 6.1.3 To coordinate and conduct qualitative and quantitative surveys documenting best practices and findings on the ground related to implementation of GOLD peer education to inform the ongoing
- 6.1.4 To provide recommendations to inform the refinement of the GOLD programme and products
- 6.1.5 Collate and analyze learning that relate to the GOLD peer education curricula and materials in Zambia for integration into the revision cycles at Head Office

### **6.2 Programme Quality Assurance (QA)**

To assist in the facilitation of collecting input from Zambian programme stakeholders (Government Programme Managers and District level coordinators; Implementing Organisation Leadership including Directors and Programme Managers; Implementing organization facilitators; Peer educators, Provincial collaborative NGO's; and relevant Provincial network contact persons) and facilitate the sharing of learnings amongst the stakeholders in a way that informs: 1) the ongoing development of M and E tools and 2) the evaluation of the impact of GOLD Peer Education and therefore programme improvement strategies. This may involve:

- 6.2.1 Co-coordinating and co-facilitating provincial M&E task teams
- 6.2.2 Co-coordinating and facilitating focus groups and interviews
- 6.2.3 Co-coordinating and conducting qualitative and quantitative surveys

- 6.2.4 Collating and analyzing learning that relate to the GOLD peer education impact in Zambia for integration into the Head Office evaluation studies
- 6.2.5 Carry out research activities, when required, to collect data and collate necessary reports based on agreed Zambian M and E data collection systems.
- 6.2.6 Conduct quarterly assessments of Zambian implementing organization staff (Programme managers and Facilitators).
- 6.2.7 Assist when required in the co-ordination of mid year implementation assessments in Zambia
- 6.2.8 Assist in conducting annual research related to the Zambian contextual analysis to look at contextual factors related to youth risk behaviour as well as peer education trends in line with theories. (This will inform the ongoing roll out plan and strategy in Zambia as well as be made available to implementing partners for use in their work.)

### **6.3 Training and Support (T&S)**

- 6.3.1 Assist in the provision of R&D and QA related training and support of Zambian Stakeholders

### **6.4 Stakeholder Management (SM)**

- 6.4.1 Provide support to the Zambian National Manager in the management of stakeholder relationships between Zambian National programme stakeholders and other GOLD Staff. This may involve attending Zambian related meetings when necessary.
- 6.4.2 Assist in the implementation of assessments of potential new implementing partners as part of the Zambian partner mobilization strategy

### **6.5 Organisational Support (OS)**

- 6.5.1 Support the Zambian National Manager to carry out activities that relate to the establishment and running of the Zambian satellite office with the help of the Head Office OS team

## **7. Core Skills and Competencies:**

- Coordination skills
- Programme/ Project monitoring and assessment skills
- Excellent report writing skills
- Good emotional intelligence
- Cross-cultural sensitivity and adaptability
- Good research, evaluation and analytic skills
- Ability to capture and analyse quantitative and qualitative data
- Understanding of programme design and research methodology

- Good facilitation skills
- Excellent people and communication skills
- Ability to assist in the development and implementation of training in research methodology.
- Computer literacy
- Good financial management skills

#### **8. Characteristics:**

- Initiative
- Willingness to go the extra mile
- Critical thinker
- Creative Problem-solver
- Team-player
- Adaptability and flexibility to accommodate change
- Ability to create necessary structure for effectiveness
- Ability to structure pieces of work in a detailed manner
- Committed to living out a lifestyle of character, strong values and personal vision
- Passionate about youth transformation

#### **9. Qualifications:**

- Relevant post graduate degree in monitoring and evaluation, research psychology, development practice or equivalent experience in programme management, research and design
- At least two years experience in research, assessment and monitoring and evaluation within the NGO sector
- Accredited assessor certificate
- Knowledge of Business and NGO management practices strongly desired.

