

## Research Officer

Young love's mission is to connect youth to proven life-saving information. Our vision is to enable over 1 million youth to thrive through delivery of multiple evidence-based programs. We are at an inflection point in our growth: we have over 100 staff, three programs in health and education, a cumulative reach of nearly 100,000 youth, and an annual budget of just over \$2 million. Our culture is unique: we are always learning, have a dynamic, youthful team, a fierce commitment to measurement and evidence, and work hand-in-hand with government. In a given day our leaders will sing and dance, negotiate MOUs, and spend dedicated time with the field team in schools.

### The Role:

The Research Officer (RO) will play a role in ensuring that the organization evolves existing programs and develops new programs while maintaining the highest commitment to evidence. The position offers an excellent opportunity to gain hands-on experience and to have a significant responsibility in a vibrant organization undertaking cutting-edge research. In collaboration with the Research team, the Research Officer supports the ongoing project design, as well as the implementation of the project(s) for which they are hired. This includes, but is not limited to, ensuring activities are implemented with fidelity to the research design, assisting in the coordination of all project activities, as well as processing, cleaning and organizing data collected for the organizational programs.

### Primary Duties & Responsibilities:

- Support the implementation of all Young Love research projects, including administering surveys and monitoring implementation and data collection activities
- Assist with the testing and development of study instruments (e.g. surveys, discussion guides)
- Develop and maintain manuals that outline the Research department's protocols around data collection, processing and management
- Support in collecting, processing and cleaning field work data to ensure it is at quality
- Support with training facilitators on both electronic and paper-based surveys
- Collaborate across multiple departments and contribute to the growth of a cutting-edge rigorous M&E unit that fuses research and practice
- Any other research-relates task as needed

### Qualifications:

Individual must possess a Bachelor's degree, ideally in economics, mathematics, public health, or a related discipline from an internationally recognized university. Some experience working with large datasets, ideally cleaning and managing multiple datasets is advantageous. They must have strong working knowledge of Microsoft Excel and proficiency in all Microsoft Office application as well as a demonstrated ability to manage various concurrent tasks effectively and coordinate between multiple colleagues and departments.

### Characteristics:

- **Communication Skills** - Strong written and verbal communications skills are essential, in particular, the ability to communicate complex thoughts and ideas simply and effectively and tailor communications to the audience.
- **Ability to create "structure out of nothing"** – Strong ability to turn a visual reality or imagined outcome into a codified set of steps, actions and goals on paper.
- **Detail oriented** – Can process, record and react to details relating to effective implementation and produce written work which captures "the devil in the details."
- **Self-Starter** - The individual must be a highly motivated self-starter who can creatively ensure that the engagement between different delegations (mainly Innovation, Curriculum and Research) is cohesive, while ensuring that the main decisions are evidence-based.
- **Energy, motivation and stamina** - The role can be demanding and, at times, subject to external pressures for timely completion. The candidate must be adaptive, creative, organized, and highly motivated.

Time period: 2-year, with potential for extension pending performance.

Location: Flexible