

Job Description

Job title:	Research Assistant
Group:	Education Services Group
Dept/Project/Service:	TEACH
Reports to:	MERL Manager
Responsible for:	N/A
Usual office base:	Harare
Grade	TBC

Project Overview:

Education Development Trust has been awarded the contract by FCDO to deliver the Teacher Professional Development (TPD) component of the Teacher Effectiveness and Equitable Access for All Children Programme (TEACH) in Zimbabwe. The main objective of the TPD programme is to improve the quality of teaching and learning outcomes in Zimbabwean schools, adhering to leave-no-child-behind principle. This is a £12 million programme which will run until October 2025 and will focus on improving teacher effectiveness in the classroom at national, district and local levels by building teacher networks, provide targeted in-service teacher training and support to pre-service teacher training. There will be improved, equitable access in primary and secondary schools with greater participation, retention and attainment of the poorest children, marginalised girls and children with disabilities. The programme will also contribute to wider reforms in the national education system, including inspections and assessment reform.

Role purpose:

The Research Assistant will work with the MERL team to support the wider TEACH programme delivery; participate in different research projects and administer tools on teacher effectiveness in education research in Zimbabwe. The Research Assistant will support with gathering data in the identification of the research needs within TEACH under the overall supervision of the MERL Manager.

Role Objectives

1. Under the guidance of MERL Manager, participate in Monitoring, Evaluation, research and learning activities during implementation
2. Undertake data collection including online surveys, conduct analysis, cleaning, report writing, archiving and dissemination of research work
3. Contribute to identification and documentation of lessons learnt and best practices
4. Assist in co-ordinating/organising research related public presentations, workshops and trainings including those related to the TEACH TPD activity
5. Working in collaboration with other MERL colleagues, draft, or revise data collection tools.
6. Document project successes and case studies
7. Facilitate training in MERL activities including training of enumerators through workshops and hands on-training in the field
8. Under the guidance of MERL Manager, ensure ethical protocols are followed and permissions are secured for all research and field work
9. Contribute to documentation of terms of references for engagement of consultancy firms.
10. Perform any other duties as assigned by the MERL Manager.

Person specification:

Knowledge Skills and Experience

- First level university degree in Education, statistics, demographics, public policy, international development, economics, or related field. Advanced certificate in M&E, statistics, or economics, is an added advantage
- At least 3 years of experience in conducting research in development work. Experience in education related research will be most preferred.
- Ability to design and analyse education data through proven methodologies and experience of gap analysis preferable.
- Qualitative and quantitative research experience and knowledge required.
- Previous experience completing research ethics processes and applications.
- Demonstrated solid knowledge on education, on gender, inclusion issues and safeguarding in relation to education.
- Excellent writing skills, written and spoken English required.
- Demonstrated strong analytical, research skills, presentation of research and critical thinking required.
- Excellent data management skills, in particular use of Excel and other statistical software (e.g., SPSS, STATA) as well as qualitative analysis software packages (e.g., NVIVO) preferable.

Competency Band:

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating & Leading Success	Delivering the vision	Motivating Others
Integrity - Supporting & Building Trust	Upholding principles and values	Communicating with impact and empathy
Accountability - Delivering & Improving	Driving performance	Delivering commercial outcomes
Collaboration - Engaging & Partnering	Engaging others to achieve goals	Influencing and negotiating

“Education Development Trust is committed to safeguarding and promoting the welfare of everyone who comes into contact with us. We operate a zero-tolerance policy to sexual exploitation, abuse and harassment (SEAH). Applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and police checks. Successful candidates will be required to sign a safeguarding declaration to confirm that they will abide by the Trust’s safeguarding policies and procedures, including, but not limited to, Protection from SEAH, and the Safeguarding Code of Conduct”