

ROCKEFELLER FOUNDATION

RESEARCH ASSOCIATE

JOB DETAILS

Reference number: RF/RA/08

Job Title: Research Associate

Supervisor/Manager Title: Managing Director

Department : Africa Regional Office, Nairobi

Location: Nairobi Office

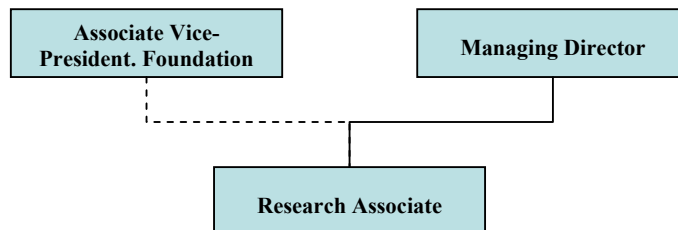
Job summary

This role is responsible for supporting Rockefeller’s development of key initiatives through research and design.

Key responsibilities

- Conduct research and analysis on the design and implementation of Foundation initiatives;
- Co-ordinate the Foundation’s research work with development partners from time to time;
- Undertake the analysis of innovations in the field of economic development;
- Identify, partner and work with approved grantees to develop quality proposals;
- Conduct field visits and reviews;
- Represent the Foundation at external stakeholder meetings when necessary;
- Work with other funding organisations to enhance research and education network development;
- Research on, monitor, evaluate and track the performance of the Foundation’s grants;
- Prepare grant documentation and memoranda for internal review and to facilitate decision making; and
- Participate in the preparation of presentations to inform internal and external audiences about the Foundation’s programs.

Organisational positioning



| Academic and professional qualifications | |
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| <ul style="list-style-type: none"> An advanced degree in any one of the following areas: Master of Arts, Master of Business Administration, Master of Science, Master of Public Policy, Master of Public Health or Master of Social Sciences. | |
| Experience | |
| <ul style="list-style-type: none"> A minimum of three years experience in a similar position preferably in an international development organisation; and Experience in the use of modern research tools such as statistical analysis, case studies and interviews among others. | |
| Additional skills | |
| <ul style="list-style-type: none"> Excellent oral and written communication skills with the ability to convey essential information effectively; Creative problem solving skills with the ability to work within an evolving organisational architecture; Strong interpersonal and relationship management skills; Commitment to accuracy and attention to detail; Demonstrable ability to multi-task and set work priorities amidst competing demands; Ability to take initiative, added responsibility and work with minimum supervision; Ability to work in a rapidly-changing, globally-oriented, multi-cultural environment; and Fluent in spoken and written English. Knowledge of Swahili, French, and other African languages will be an added advantage. | |
| Core technical competencies required for the role | |
| <ul style="list-style-type: none"> Researching skills, with experience in modern research modes; Strong analytical skills with proficiency in the use of spreadsheets and database software; and Highly developed writing and proposal development skills. | |
| Core behavioural competencies | |
| <p>Core competencies required for the role: These are patterns of behaviour, which will be required for a candidate to bring to this position in order to perform the required tasks and functions effectively.</p> | |
| Competency | Description |
| Managerial | |

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| Leadership | Motivates and empowers others in order to reach organisational goals. Provides others with clear direction and establishes standards of behaviour for others. |
| Planning and organising | Able to organise and schedule events, activities, resources and sets up and monitors time scales and plans. Prioritizes on the most important tasks and plans well for them therefore setting clear objectives. |
| Quality orientation | Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met and focuses on customer needs and satisfaction. |
| Professional | |
| Specialist knowledge | Understands technical or professional aspects of work and continually maintains technical knowledge. Applies technical expertise, develops job knowledge and shares these acquired know-how with others. |
| Problem solving and analysis | Analyses issues and breaks them down into their component parts. Makes systematic and rational judgement based on relevant information. Analyses data of a verbal and numeric nature and other sources of information, breaks information down into components, probes for further information and generates workable solutions to problems. |
| Oral communication | Speaks clearly and concisely, using the appropriate grammar, style and language for the reader. Expresses opinions and arguments clearly and makes presentations with confidence. |
| Written communication | Possesses the ability to write in a clear and concise manner, using appropriate grammar, style and language for the reader. Writes convincingly and in an interesting manner to facilitate understanding of the intended audience. |
| Entrepreneurial | |
| Commercial awareness | Understands and applies commercial and financial principles. Views issues in terms of costs, profits, markets and added value. |
| Creativity and innovation | Possesses the ability to create new and imaginative approaches to work-related issues. Identifies fresh approaches and shows a willingness to question traditional assumptions and seeks new insights and opportunities for organisational change and improvement. |
| Action orientation | Demonstrates a readiness to make decisions, takes the initiative and originates action. Makes effective decisions even under difficult circumstances, takes responsibility and shows initiative. |

| Personal | |
|---------------------------|--|
| Interpersonal sensitivity | Interacts with others in a sensitive and effective way. Respects and works well with others therefore establishes effective relationships with customers and staff and relates well with individuals at all levels. |
| Flexibility | Successfully adapts to changing demands and conditions. Copes with changing circumstances and is open to new ideas and deals effectively with ambiguity. |
| Resilience | Maintains effective work behaviour in the face of setbacks or pressure. Remains calm, stable and in control of themselves and works productively in a stressful environment. Handles criticism effectively. |
| Personal motivation | Commits themselves to work hard towards goals and in return shows enthusiasm and career commitment. Accepts and tackles demanding goals, works longer hours when necessary and identifies opportunities for progressing to more challenging roles. |