



AFGHANISTAN RESEARCH AND EVALUATION UNIT

JOB DESCRIPTION: RESEARCH OFFICER - Municipal Governance

The Afghanistan Research and Evaluation Unit (AREU) is an independent research organisation based in Kabul. AREU's mission is to conduct high-quality research that informs and influences policy and practice. AREU also actively promotes a culture of research and learning by strengthening analytical capacity in Afghanistan and facilitating reflection and debate. Fundamental to AREU's vision is that its work should improve Afghan lives. For additional information please see www.areu.org.af.

Local government has been a consistent theme in AREU's research. AREU is currently concluding research into local governance as it operates at provincial and district levels. It is now seeking to better understand the urban environment in Afghanistan. To this end AREU is seeking to appoint a Research Manager for a project on Municipal Governance. There is the potential that this project will form the start of a deeper engagement by AREU with urban issues.

RESPONSIBILITIES

Specific duties will include, but not be limited to:

- Supervising and supporting a research team
- Formulate research methodology
- Conducting literature searches and reading background materials
- Generating research tools such as interview and discussion guides
- Training team in research methodology
- Managing the field work process to ensure effective use of the team's time and quality outcomes
- Conducting interviews and focus group discussions with a variety of respondents where needed
- Supporting the research team in preparing interview transcripts and field-notes
- Manage logistics and oversee fieldwork finances
- Undertake data analysis and writing research reports
- Facilitating meetings among the research team and among other colleagues at AREU
- Present research aims, objectives and outcomes in meetings, seminars and workshops both internal to AREU and to external audiences
- Representing AREU at external meetings and workshops and where needed speaking to the media about AREU's research
- Contributing to the broader research environment at AREU, including capacity building initiatives

LOCATION

The position will be based in Kabul but will require travel to urban areas that form the subject of the research.

PERSONAL SPECIFICATION

Essential

- A minimum of Master's degree or equivalent experience in the social sciences
- Strong communication skills in English
- Ability to write well in English for an audience of policy makers and practitioners
- Experience of working in an Islamic context
- Field experience in developing countries
- Strong interpersonal skills
- Sensitivity to cultural differences
- Ability to manage time and prioritise tasks effectively

Desirable

- Knowledge of governance approaches in a context like Afghanistan
- Practical development experience
- Experience of presenting material
- Experience of representing an organisation
- Knowledge or experience of Afghanistan
- Knowledge of Dari or Pashto

SALARY AND BENEFITS

Salary and benefits to be determined according to post, qualifications and experience, in line with AREU's overall salary structure.

Please send your CV and covering letter to applications@areu.af.org

The position will remain open until 10 May 2010 or until a suitable candidate is identified. Only short listed candidates will be contacted.