Title:	**Senior Research Analyst, FEFAO**
Duty Station	Kabul- Afghanistan
Duration	One year with three months probationary
Salary	Based on Organization Salary Skills
Closing Date	31-May-2019

FEFA Background:

FEFA is amongst the largest and leading election observation organizations and an impartial institution that works through partnership and citizen participation to foster good governance and professional programs to enhance accountability in democratic processes, established in 2004. FEFA is strongly committed to promote the implementation of domestic laws comprehensively, enhances transparency in the electoral processes, works to strengthen the electoral mechanisms, monitors parliamentary activities, encourages the participation of women and youth in political-social and cultural processes, focuses on implementation of democratic reforms in the country, conducts academic research and publishes investigative reports based on its observational findings.

General Functions:
Senior Research Analyst has the responsibility of leading and strengthening the research and reporting team. He is the source of communication with other teams within the program and with the reporting issues to the stakeholders as guided by the program manager. Senior Research Analyst is responsible for developing the framework for all the research activities and reports and analyzing the survey/researches reports.

Major Duties and Responsibilities:
1. Making work plan for the research/survey team with the help of team member and coordination with the program manager.
2. Representing research team and taking part in inter-departmental working groups.
3. Drafting research/survey specifications and choosing how to collect the data.
4. Commenting on drafted research and data instruments such as guidelines, checklists, questionnaire, and editing the draft report.
5. Agreeing the term of reference of research team.
6. Ensuring the research is conducted within a set of time frame, ensuring quality control of research and monitor the activities of research team.
7. Communicating with other program teams to ensure that the data is properly handled and updated into their relevant sub databases.
8. Preparing and sending the team's activity report to the program manager.

9. Designing, implementing and maintaining a proper data entry system for the collected data and a database for storing data.
10. Preparing the training materials for and guiding the trainer the way the materials should be presented.
11. Cleaning and analyzing the quantitative and qualitative data for the report and helping with the preparation of info graphics.
12. Planning capacity building training programs, workshops and seminars to enhance professional capacity of team members.
13. Undertaking any other responsibility assigned by the supervisor.

Qualification and Skills Required:
1. University degree in Statistics, B-COM/M-COM, Data Management/Data Analytics, Business Administration or a related field of study from one of the recognized university.
2. Deep understanding and practical working knowledge with one of the data analyzing software such as SPSS, SAS, MS Excel or etc.
3. Be familiar with database management systems such MS Access.
4. Strong data analyzing skills, both in terms of quantitative and qualitative data.
5. **Technical knowledge and report writing skills of the candidate will be considered as a plus point.**
6. Fluency in English and national languages, as well as reading and writing
7. Proficient in English and Dari/Pashto typing.
8. Knowledge of office and library filling systems.
9. Excellent interpersonal skills, goal oriented, polite and highly honest person.
10. Excellent administrative and organizational skills.
11. Excellent communication and writing skills, team player and works well under pressure
12. Capacity to respond effectively and efficiently in a high demanding situation

Experience:
- Applicants at least should hold a bachelor degree in one of the above mentioned fields of study, must have at least three years of working experience in order to be considered eligible, whereas all applicants with a master degree may have up to two years of work experience, in order to fulfill the eligibility criteria.

Submission Guideline:

Only the candidates meeting the above requirements can apply for this vacancy by sending their resumes to Jobs@fefa.org.af NO later than **31-May-2019**
Note: While applying for this vacancy, kindly please mention (**Senior Research Analyst)** in the subject line of your email.