

**Public Health Innovations (PHI) | Job Advertisement**

**Position: Research Assistant**

**Date: January 17<sup>th</sup> 2022**

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**Job title: Research Assistant**

**Reports to: Program Officer**

**Location: Nairobi**

**Position: Research Assistant**

**Terms: 1-year Contract with possible renewal of the same period**

**Start Date: February 2022**

**End Dates: February 2023**

**Background**

Public Health Innovations (PHI) is a Nairobi-based organization whose vision is to be the leading consulting firm in LGBTIQ+ and Key Population programming, Research and Organizational Capacity building in Africa. PHI endeavors to combine technical expertise in rights-based, result-based, and evidence-based approaches, with thematic experiences and expertise in social justice to generate efficient and innovative rights-based solutions for LGBTIQ+ and Key Populations.

PHI services include: research, leadership development, critical thinking mechanisms, coaching and mentorship, movement building, strategic and future thinking, organizational capacity strengthening, human rights advocacy, skills development, and training.

**Job summary**

- PHI is seeking a suitable candidate to fill its Research Assistant Position, who will work closely with the Program Officer and Executive Director to carry out research that supports PHI programs.

**Job description/Key responsibilities**

- In consultation with the Program Officer and Executive Director, support in the planning, managing, coordination and implementation of PHI research projects.
- To carry out qualitative and quantitative research
- Organize, design research tools
- Collect, record and analyze data
- Interpret data analysis results and draw inferences and conclusions.
- Present research results.
- Use research results to write reports, papers and reviews
- Collaborate and work closely with research consultants

**Qualification/requirement**

- Degree/diploma in a relevant field

- Previous research experience
- Minimum of 3 years of work experience in LGBTIQ/ Key Population programming and working with LGBTIQ+ and Key Population communities and partners
- An understanding or engagement in movement building and LGBTIQ+ and Key Population organizing
- Experience managing and monitoring projects, data collection and report writing.
- A strategic thinker with good relationship management skills
- Presentation, facilitation, training, mentoring, and coaching skills are a plus
- Excellent written and oral communication skills
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Analysis and problem-solving skills with ability to make sound judgment

**Other Attributes:**

- Ability to cultivate constructive relationships
- Strong interpersonal and public relation skills and able to work with people from diverse backgrounds.
- Able to work independently and effectively under pressure.
- Excellent verbal and written communication skills
- Experience working with LGBTI and Key Population organizations and individuals.
- Ability to work independently as well as in teams and meet deadlines.
- Fluency in English and Swahili.
- Flexibility and accessibility outside of work hours
- Time management and ability to priorities multiple tasks
- Self-motivated person able to work without close supervision
- Able to work effectively in a diverse team environment

**Application procedure and deadline**

Written applications (letter of intent or statement of motivation) indicating the title/position applied for and CV (not more than 3-pages) including day-time contact phone numbers, as well as names and contact information of three references, current salary and salary expectations should reach the below-mentioned by Close of Business Friday February 4<sup>th</sup> 2022.

- Email: [info@phi-africa.com](mailto:info@phi-africa.com) and copied to [nguruk@phi-africa.com](mailto:nguruk@phi-africa.com)

**NB:** Public Health Innovations is an equal opportunity employer irrespective of age, sex, ethnicity, race, gender identity, sexual orientation, HIV Status or physical capacities. Persons who identify as LGBTIQ+ and or Key Populations are encouraged to apply.

**Disclaimer**

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position. Note that PHI does not charge any fees from applicants for any recruitment. Further, PHI has not retained any agent in connection with this recruitment.