



IOM-Return of Qualified Afghans (RQA) Project -2019/2020

Terms of Reference

Position Information:

Organization:	Ministry of Refugees and Repatriations (MoRR)		
Job Title:	Research Specialist (RS)	Job Type:	Full Time
Number of Placements Available:	1	Closing Date:	2019/April/15
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female	Contract Duration:	10 months with a possibility for extension up to 12 months in Total
Sector:	Policy Support	Vacancy Number:	IOM-RQA 2019-2020 (MoRR) 001
Sub Sector:	Research		
Job Location (Province):	Kabul	City:	Kabul

Context:

Under the overall supervision of the Minister of Refugees and Repatriation and the direct supervision of the Research and Studies Director, the successful candidate will undertake the below mentioned responsibilities supporting the Ministry of Refugees and Repatriation.

Responsibilities:

- Assist the Research and Studies Director with developing a robust research system in MoRR to collect accurate data for the short to long terms plans and strategies.
- Assist with the monitoring of accurate data collected and receipt of regular feedback from beneficiaries and stakeholders.
- Lead on the desk research, literature/policy reviews for research projects and identify the relevant stakeholders to be interviewed.
- Analyze information and data and produce briefing papers and reports to support strategic goals.
- Develop and maintain research databases.
- Monitor, capture, filter and organize information and data into databases to ensure strategic and valuable information is available for decision making purpose.
- Prepare research materials and publications.
- Assist with developing comprehensive research tools questionnaires and databases for data entry for the research directorate relevant departments.



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- Conduct on the job training for counterparts in Research Directorate.
- Support relevant staff with accurate and professional research tasks are delivered timely.
- Contribute to drafting the research reports.
- To be able work under pressure and according to specific and sometimes tight deadlines;
- Assist with developing annual research plan and manage research teams in capital and provinces to collect the right, accurate and quality data that could be useful in strategic decision making for MoRR leadership.
- Carry out other relevant tasks, as instructed by the MoRR leadership.

Educational qualifications:

Minimum requirement of a bachelor's Degree in Research, Political Science, Communications, Economics, Social Science, Management or other related fields with (2) two years of relevant and professional experience. Master's degree in the related field with 2 years relevant experience is an asset.

Experience:

At least 2-3 years relevant professional experience in research, teaching and management.

Languages:

Fluency in one of the national languages is required. Working knowledge of English is preferable.