Programs Department

Job title: **Research Assistant**

Location: **Nigeria Coordination Office (NCO), Abuja.**

Responsible to: **Head of Programs & Operations**

Department: **Programs Department**

Overview:

As a Research Assistant at TLMN, will play a crucial role in supporting our mission by conducting research, gathering data, and providing analytical support for various projects and initiatives. You will work closely with the research team and programmes team to ensure the successful execution of research objectives and contribute to the development of evidence-based solutions to address social, economic, and environmental challenges.

Responsibilities:

1. Research Support:
- Assist in designing research methodologies and frameworks.
- Conduct literature reviews and gather relevant resources.
- Collect and analyze data using quantitative and qualitative research methods.
- Help in the preparation of research proposals, reports, and presentations.

2. Data Management:
- Organize and maintain research databases and repositories.
- Ensure the accuracy, integrity, and security of research data.
- Assist in data cleaning, coding, and analysis using statistical software.

3. Project Assistance:
- Collaborate with project teams to support the implementation of research projects.
- Coordinate logistics for fieldwork, surveys, and interviews.
- Assist in monitoring project progress and deadlines.

4. Communication and Collaboration
- Communicate effectively with team members, stakeholders, and partners.
- Participate in team meetings, workshops, and conferences.
- Contribute to the dissemination of research findings through reports, articles, and presentations.

5. Administrative Support:

- Provide administrative assistance as needed, including scheduling meetings, preparing documents, and managing correspondence.
- Assist in grant writing and fundraising activities.

Qualifications:

- Bachelor's degree in a relevant field (e.g., social sciences, economics, public policy).
- Previous experience in research, data analysis, or project management preferred.
- Proficiency in research methods and statistical analysis.
- Strong analytical and critical thinking skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and statistical software (e.g., SPSS, R, STATA).
- Knowledge of issues related to the NGO's focus areas (e.g., human rights, environmental conservation) is a plus.

Benefits:

- Competitive salary commensurate with experience.
- Opportunities for professional development and training.
- Meaningful work contributing to positive social impact.
- Health insurance and other benefits as per organizations policy

How to Apply:

Interested and qualified candidates should submit their "Cover Letter and CV in a single file, saved with your name and job title" in Word format to: tlmnigeriarecruitment@gmail.com