



1. JOB TITLE: Internship Opportunity

Employment Type: Intern

Job Location: Dodoma, Tanzania

Duration of employment: This position is initially for six months, subject to renewable upon satisfaction by both parties

Valid through: September 2, 2024

Description

REPOA is an independent research institution which creates and utilizes knowledge to facilitate socio-economic transformation for inclusive development. REPOA produces high quality research, provides training, facilitates knowledge sharing and promotes the use of research-based evidence in policy development. It is one of the leading research organization in Tanzania, and among the top Think Tanks in Sub-Saharan Africa. REPOA is currently implementing its five-year research programme, organized in three interrelated strategic research areas of Productive Sectors and Inclusive Development, Gender and Human Development, and Governance, Accountability and Citizen Engagement / Participation (GAP). In addition, there are two cross cutting themes of Environment and Climate Change, and Technology and Innovation currently buttressing the implementation of strategic plan.

In its role of capacity building, REPOA uses different modalities, including training of young researchers in on writing skills, research methodologies, and providing mentorship

by linking supporting young researcher with senior researchers to undertake research on selected themes and inviting senior researchers to work with junior researchers. In teaming up young researchers and senior researchers, placing interns at REPOA head office or at its Dodoma Branch has been one of the approaches. Within this context, REPOA is inviting potential young researchers to apply for the intern position.

Job Summary

The Intern is expected to support policy research, training and administrative duties as part of a multidisciplinary team of staff implementing REPOA's current strategic plan.

Responsibilities

1. **a.** Provide technical inputs and support to researchers;
2. **b.** Assist researchers in the development of concept notes as well as research and training proposals for various research projects related to the strategic plan;
3. **c.** Support the development of research instruments including translation, proof-reading and the development of data entry protocols;
4. **d.** Assist in the training of fieldwork enumerators on data collection methodologies;
5. **e.** Support Monitoring and Evaluation of field operations;
6. **f.** Support analysis of data and writing of research reports and policy briefs relevant to the targeted audience;
7. **g.** Ensure effective logistics before and during implementation of trainings and dissemination events including but not limited to:
 - . liaison with participants and third-party service vendors,
 - . administrative preparation of training and dissemination materials under the guidance of researchers,
 - . supporting researchers and trainers with formatting and branding of materials, and
 - . ensuring the smooth running of trainings and dissemination events.
8. **h.** Provide clerical support including but not limited to:
 - . Receiving and directing visitors, letters, invitations, and other organizational communication addressed to and from the office,
 - . Mailing and forwarding of letters, emails and other formal communication,
 - . Managing the library at the Dodoma sub office
9. **i.** Assist with any other tasks required to support the implementation of REPOA's strategic plan;

Qualifications

Required Qualifications

The candidate for this intern position preferably will be a recent good Masters graduate in any of the Social Sciences discipline (economics, development studies, sociology, etc). Some experience in research and data analysis will be an added advantage.

Job Benefits

Attractive remuneration package will be offered to the successful candidate consistent with REPOA's scheme of service.

Mode of Application

Interested and qualified applicants are invited to apply and should send their typed application letter clearly marked "**Application for Research Internship**" and detailed CV including three referees to the addressee below by **30th August 2024**.

"APPLY NOW" via email: **repoa@repoa.or.tz**

Only selected applicants who meet the above requirements will be considered for an interview. Those who do not hear from REPOA two weeks after the expiry date should consider themselves unsuccessful.

REPOA is an equal opportunity employer. Women are encouraged to apply.

*Only selected applicants who meet the above requirements will be considered for an interview. Those who do not hear from REPOA two weeks following the expiry of this advertisement should consider themselves unsuccessful.

2. JOB TITLE: Senior Researcher

Description

REPOA is an independent policy research institution established in 1994 to undertake research, capacity building, and policy engagement on various aspects of economic growth and human development. It is one of the leading research organisations in Tanzania, and among the top Think Tanks in Sub-Saharan Africa. REPOA believes that evidence-informed policy dialogue and development is necessary for effective planning and designing of interventions for accelerate socioeconomic transformation for inclusive development.

REPOA is currently seeking applications from qualified individuals for the position of Senior Researcher.

Job Summary

The Senior Researcher is expected to carry out strategic research projects and studies as part of a multidisciplinary team of researchers and in line with REPOA's research programme and mandate.

Responsibilities

Summary of duties and responsibilities

- a.** Undertake publication of policy briefs, working papers, journals, and books in relevant areas consistent with REPOA's research programmes.
- b.** Provide technical inputs and support to works of other researchers involved in various research programmes and projects.
- c.** Develop concept notes and research proposals for various research projects.
- d.** Develop appropriate research design/methodology for various research projects.
- e.** Prepare expressions of interest and research proposals in response to restricted or open invitations from third parties in areas relevant to REPOA's mandate.
- f.** Lead and participate in project teams for various research projects and studies as delegated by the heads of research departments.
- g.** Sustain organisation research capacity by working closely and co-author publications with junior researchers for capacity building purposes.
- h.** Develop training programmes on research methodology, policy analysis, and writing skills, and mobilise resources for their implementation.
- i.** Train research assistants, assistant researchers and researchers and manage fieldworks to ensure quality and effective data collection and processing for various research assignments.
- j.** Participate in selective and strategic policy forums and networking events, both within the country and outside the country (regional, and international).
- k.** Participate in various committees formed by the government of Tanzania and other development agencies at national, regional, and global levels as shall be deemed strategic to the institution's mandate.
- l.** Provide input to REPOA strategic planning, annual planning, and monitoring of results.
- m.** Ensure monitoring tools and relevant indicators at project levels are in place and implemented for purposes of assessing the operational effectiveness, outcomes, and impact of the research work.

Qualifications

Required Qualifications

A PhD in social sciences or other relevant fields with a minimum of three years of

experience in an academic or research organisation and at least four publications in accredited and reputable forum.

Job Benefits

A highly competitive remuneration package will be offered to the successful applicant in line with REPOA's scheme of service.

Mode of Application

Interested and qualified applicants are invited to apply via email: repoa@repoa.or.tz and should send their typed application letter clearly marked "**Application for Senior Researcher**" and detailed CV including three referees to the addressee below by **Friday, 30th August 2024**.

"APPLY NOW" via email: repoa@repoa.or.tz

REPOA is an equal opportunity and affirmative action employer. Women are strongly encouraged to apply.

*Only selected applicants who meet the above requirements will be considered for an interview. Those who do not hear from REPOA two weeks following the expiry of this advertisement should consider themselves unsuccessful.