

## Terms of Reference: Junior Research Analyst | Laterite Rwanda

Start date:	June 2015
Position:	Junior Research Analyst
Education:	Bachelors in Economics, Development Studies, or related field
Organization:	Laterite Ltd
Language requirements:	English; French, Kinyarwanda and Swahili a plus
Skill requirements:	Excellent proficiency in statistical software such as STATA, Matlab or R

### About Laterite

Laterite is a data, research and technical advisory firm that helps clients understand and analyze complex development challenges. Laterite uses the most rigorous data collection and analytic techniques to advise organizations and governments that work to achieve social and economic change. Laterite provides three types of services to its clients: i) comprehensive data collection and data processing solutions to clients; ii) the design, roll-out and analysis of large socio-economic research projects using the latest available methods and technology; and iii) strategic and technical advice to public and private sector clients on the design of policies and projects aimed at solving complex development problems. Laterite was established in Kigali in late 2010, with the objective of bringing world-class research services to African markets with a high growth potential but little advisory infrastructure.

You can find out more about Laterite on our website at: [www.laterite-africa.com](http://www.laterite-africa.com)

### Working with the Research Team at Laterite

Working with Laterite's Research Team will provide you with the opportunity to develop outstanding analytical, research and advisory skills, whilst gaining first-hand experience working on priority development challenges and opportunities.

Laterite offers:

- The opportunity to work with a highly skilled and diverse team of very friendly people
- A youthful and dynamic environment, that constantly focuses on learning and innovation
- A company dedicated to ensuring growth and personal development for all its staff
- A chance to make a difference on relevant policy and development issues

The Research Team is responsible for the technical and analytic work. The roles on the research team vary from junior research analyst, through to research associate, senior research associate, project manager, country manager and partner.

### Who we are

Laterite is led by a team of young entrepreneurial professionals who see the opportunity to transform the way research is done. The research team has degrees from some of the world's top universities, including Harvard University, Columbia University, University of California – Berkeley, London School of Economics, Johns Hopkins University (SAIS) and Science Po with vast experience working in development research in several countries. Our entire data collection team is recruited and trained from the best local universities in the countries we operate. Laterite is proud to be a culturally diverse organization with permanent staff from Rwanda, Canada, France, Greece, Kenya, and Uganda.



## Position Description

This position is Rwanda based. Junior Research Analysts play a hands-on role in implementing research projects, conducting the technical analysis and contributing to the final client recommendations. They are in particular involved in all the steps associated with the design and analysis of research projects. This includes working on designing and piloting research instruments, designing sampling strategies, supervising data collection processes, analyzing quantitative and qualitative data and writing reports. Junior Research Analysts also contribute to internal research projects for the Laterite Lab.

Junior Research Analysts get the opportunity to gain professional experience, develop and sharpen their analytical skills and accumulate know-how in data collection and fieldwork. Working as a junior research analyst for Laterite will position you well for competitive Masters programs, joining development organizations or other consulting firms, and for the Research Associate position at Laterite. At Laterite we value the career progression of our staff. We expect our staff to progress within the company and grow professionally, from both a managerial and technical perspective.

## Profile

Ideal candidates are passionate about international development, and are willing to commit for at least two years to living in Kigali, Rwanda. They have recently completed their bachelors degree, have strong quantitative skills and are willing to gain first-hand experience in an organization dedicated to social and economic development. They are proficient communicators in English, have excellent interpersonal skills, are self-motivating and a team players.

## Key Responsibilities

1. Clean and analyze qualitative and quantitative data using statistical software such as STATA or R, with supervision by senior management team
2. Conduct qualitative interviews, including semi-structured interviews and moderating focus group discussions
3. Develop and pilot survey instruments
4. Design forms for electronic data collection (using SurveyCTO) and manage survey data
5. Supervise data collection to ensure that the highest data quality standards are met
6. Manage project budget, including tracking project expenses and adherence to the project budget
7. Assist with client reports writing
8. Support Laterite Lab initiatives
9. Develop a strong understanding of the local Rwandan context in terms of politics, economics and new business development
10. Provide administrative support, as needed, to senior management team – including accounting, HR, logistics and related duties.

## Qualifications

1. **Expertise with statistical analysis and related tools/software (in particular R, Stata, and MatLab)**
2. Bachelors degree in economics, public policy, international development, public health, or a related field
3. Excellent oral and written communications in English (French, Kirundi, Swahili, or Lingala would be a plus)
4. Experience living and working in different cultures; time spent in sub-Saharan Africa or other developing countries strongly preferred
5. Independent and motivated self-starter, quick learner who can hit the ground running



## **Compensation**

Competitive with similar roles in other social enterprises and research firms. Benefits include two round-trip flights per year, generous leave, international health insurance, medical evacuation and individual/company bonuses.

## **Application Process**

Please submit a CV, cover letter and a short writing sample to [jobs@laterite-africa.com](mailto:jobs@laterite-africa.com). The subject line should read: “Laterite Application > Junior Research Analyst”. Applications are reviewed on a rolling basis so we encourage you to apply ASAP.