



**BBC MEDIA ACTION
INTERNAL JOB ADVERTISEMENT**

Posted 28/07/2020

- LOCATION:** South Sudan
- JOB TITLE:** Senior Research Officer
- REPORTS TO:** Research Manager
- DURATION:** 12 months (with possible extension), anticipated start Sept 2020
Local Terms and Conditions
- SALARY:** Competitive within South Sudan NGO market rates
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BBC Media Action

BBC Media Action believes in the power of media and communication to help reduce poverty and support people in understanding their rights. Our aim is to inform, connect and empower people around the world. We are passionate about people getting the information they need and in turn being able to communicate – to good effect – with those in power.

To achieve this, Media Action partners with civil society, local media and governments to:

- Produce creative programmes in multi-media formats, based on robust research, which inform and engage audiences around key development issues;
- Strengthen the media sector through building professional capacity and infrastructure.

BBC Media Action delivers a portfolio of media and communication for development projects in South Sudan. We seek to expand this portfolio of work, ensuring that existing projects are delivered on time, to budget, to the highest standards, and in accordance with BBC editorial values as well as Media Action best practice.

Overall Purpose of Job

The Senior Research Officer holds day to day responsibility for research conducted to inform, monitor and evaluate BBC Media Action’s behaviour change communication and media capacity building activities. He/She carries out research fieldwork, prepares reports and delivers presentations in line with project requirements. He/She supports the Research Manager as required and works with Research Officers to ensure the required tasks are carried out to a high standard.

Main Duties

The main duties of the Senior Research Officer will include but not be limited to:

- **Management:** Manage the day to day workloads of any freelancers working on research for the projects. Work with Research Manager to develop detailed timelines and budgets for project research. Work with project teams in Juba and teams in London to make sure research is fit for purpose and high quality. Line manager Research Officers and delegate

and quality assure tasks carried out by Research Officers under supervision of the Research Manager. Work with the Research Manager to build the Research Officers' capacity.

- **Designing Research:** Working with Research Manager and London counterparts to come up with research designs, including sampling strategies, and draft research instruments. Planning for and managing the logistics of field research and the recruitment of research participants.
- **Training and mentoring:** BBC Media Action has been accredited by the Market Research Society in the UK to train new researchers in conducting qualitative research and assess them for the certification in Qualitative Interviewing Skills. The Senior Research Officer is responsible for planning, managing and overseeing this training with support from the Research Officers. This includes writing workplans, creating training materials, providing training and mentoring, and assessing interviews trainees have conducted against the criteria for the qualification.
- **Liaising with research agencies/field teams conducting fieldwork:** Training and briefing of agency field workers and enumerators. Supervising the pretesting/piloting of research instruments, as needed. Monitoring and controlling the quality of fieldwork/data collection.
- **Conducting qualitative fieldwork:** Moderating focus group discussions and conducting in-depth interviews.
- **Analysis and reporting:** Play a key role in the analysis of qualitative and quantitative data, preparation of reports and presentations of key findings to donors, consortium partners and internal stakeholders.
- **Communicating effectively** with all key project stakeholders and the production team to ensure that research findings feed into ongoing project design and production.
- **Business development:** Participate actively in business development, including contributing to proposals under supervision of the Research Manager, and representing the organisation in client meetings.
- **Travel** throughout South Sudan when necessary.
- Perform any other duties that may be assigned.

Safeguarding Responsibilities

- Understand and comply with the Safeguarding policy and the staff Code of Conduct.
- Participate in relevant mandatory training on Safeguarding and Respect at Work.
- Report any Safeguarding concerns immediately, either to the Country Director, or using the Whistleblowing Policy.

Essential Knowledge, Skills and Experience

- Strong decision-making skills and experience designing and planning research. Ability to plan and conduct research with minimal supervision.
- Experience mentoring and building the capacity of researchers and planning and conducting training sessions.
- Strong fieldwork experience, especially in rural and geographically challenging areas and with marginalized communities. Ability to manage fieldwork and adapt methods to challenging and resource constrained conditions.
- Strong skills in moderating focus group discussions and interviews, including a good understanding of how to build rapport with research participants.
- Experience in commissioning research to agencies/third parties through bidding and short listing and managing them to ensure quality and timely delivery.

- Strong qualitative and quantitative analysis skills, with experience using SPSS for quantitative data analysis.
- Strong report writing and presentation skills, communicating complex technical ideas using non-technical language to a wide range of audiences including project management, production staff and development practitioners.
- Attention to detail and the ability to work speedily and accurately under pressure.
- Ability to manage own workload and good time management skills, with a track record of delivering research findings to deadline.
- Excellent interpersonal skills, with a strong ability to communicate with different members of the team and external stakeholders including donors.
- Strong IT skills, including Microsoft Word, Excel and PowerPoint.
- Fluent in spoken and written English language and at least one other local language.
- Willingness to learn new skills and take on new responsibilities.
- Degree / national diploma in development studies, statistics, mass communication or other relevant field.

Desirable Knowledge, Skills and Experience

- Experience with budget management.
- Understanding of issues related to gender-based violence, sexual and reproductive health, peacebuilding, and/or girls' education, and experience conducting research on these topics.
- Strong skills in quantitative analysis using SPSS or other software packages.
- Experience using qualitative analysis software packages such as NVivo.
- Experience working with media organisations in applying research.
- Fluent in spoken and written Arabic.

Key Competencies

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies:

- **Strategic Thinking** - Can identify a vision along with the plans that need to be implemented to meet the end goal. Evaluates situations, decisions, issues, etc. in the short, medium and longer-term;
- **Analytical Thinking** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks for problem-solving and/or development;
- **Decision Making** - Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Imagination / Creative Thinking** - Is able to transform creative ideas/impulses into practical reality. Can look at existing situations and problems in novel ways and come up with creative solutions.
- **Planning and Organization** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritizes and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements;
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterized by commitment, motivation and energy;
- **Influencing and Persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behavior change;

- **Communication** – The ability to get one’s message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information;
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.

Familiarity with the BBC’s Values and Editorial Policy is highly regarded.

If you are interested, and you think you meet the requirements above, please send your cover letter and up-to-date CV to recruitment@ss.bbcmmediaaction.org

Deadline is on Friday 14th August 2020 5.00 pm EAT

Female candidates are highly encouraged to apply.

