



P.O. Box 624, Zomba, Malawi

Tel. +265 (0) 999 958 923

E-mail: admin@ipormw.org

Website : www.ipormw.org

VACANCY ANNOUNCEMENT

The Institute of Public Opinion and Research (IPOR) is a research organization whose vision is to be *“a leading hub for knowledge production and dissemination in relevant policy processes and recognizable for excellence in research, advisory and consulting services in Southern Africa and even beyond”*. The overarching objective of IPOR is to promote positive change through the power of ideas by, among other things, identifying, encouraging and promoting and advocating for evidence-based insights in development programming and policy development through research, advisory services and training.

IPOR is looking for dynamic, young and reliable individuals to join our team. They must have proven track record of hard work, honesty, and integrity with tenacious desire for growth and learning. The individuals must be willing to work outside normal working hours, including weekends and be passionate for career development. We expect the successful individuals to be available to start work as soon as possible.

1. Senior Research Associate / Research Associate

- **Governance (1)**
- **Economics and Livelihoods (1) (Re Advertised)**

The Senior Research Associates / Research Associates will report to the Deputy Director of Research and Operations and will have the following responsibilities:

- Planning, organizing and conducting research in their area of expertise together with a dynamic team of researchers within IPOR.
- Managing projects through timetabling and meeting project milestones, participating in regular discussions with team members, partners or clients and liaise with potential partners to enhance impact of research.
- Coordinating preparation of research ethics applications, data sharing agreements and study progress reports.
- Preparing reports of completed projects for presentation to clients or for use in further applied or theoretical research.
- Participating regularly in group meetings and preparing and delivering presentations to project team, internal and external stakeholders.
- Disseminating results of research projects as appropriate at in house seminars, blogs, social media, local or international conferences and other publications.
- Identifying research opportunities and providing assistance with preparing proposals to funding agencies and organizations.
- Building internal contacts and participating in internal networks for the exchange of information and to form relationships for future collaboration.



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- Supporting IPOR's quest to be a center of excellence by taking part in preparing and imparting knowledge through IPOR's training programs .
- Continually updating knowledge and understanding in his or her field or specialization and developing research skills.

Expected Qualifications

Senior Research Associate / Research Associate - Governance)

- Applicants for Senior Research Associate (Governance) should have a Master's Degree in Political Science, Governance or any related field from a recognized institution.
- Applicants for the position of Research Associate should have a Bachelor's Degree in Political Science or Governance or any related field from a recognized institution.
- Applicants with experience in research and consultancy will have an added advantage.

Senior Research Associate / Research Associate - Economics and Livelihood

- Applicants for Senior Research Associate (Economics and Livelihood) should have a master's degree in economics / Agricultural Economics or any related field from a recognized institution
- Applicants for the position of Research Associate (Economics and Livelihood) should have a bachelor's degree in Economics / Agricultural Economics or any related field from a recognized institution
- Applicants with experience in research and consultancy will have an added advantage.

Method of Application

Interested candidates should apply by submitting a motivational letter, a Detailed Curriculum Vitae with three traceable referees and copies of certificates not later than **25th June, 2021**.

Applications must be submitted only by email clearly marking the position in the subject line to:

The Head of Finance and Administration

Institute of Public Opinion and Research

P.O.Box 624

Zomba

Email address: recruitment@ipormw.org

IPOR is an equal opportunity employer and female applicants are particularly encouraged to apply