



## **1. POSITION: JUNIOR RESEARCHER (1 year fixed term contract)**

The incumbent will report to the Senior Researcher.

<b>PATTERSON</b>	<b>:</b>	<b>GRADE C5</b>
<b>MINIMUM</b>	<b>:</b>	<b>N\$ 374,691. 00 (Total Employment Cost)</b>
<b>MAXIMUM</b>	<b>:</b>	<b>N\$ 487,099. 00 (Total Employment Cost)</b>

### **PRIMARY PURPOSE**

The primary purpose of the position is to conduct research and capacity evaluation interventions to support national development through the research agenda of the government of Namibia (GRN).

### **KEY PERFORMANCE AREAS**

#### **Business Development:**

- Support the promotion, collaboration, and partnerships for Public Service.
- Disseminate information to clients on upcoming training, webinars, and capacity building initiatives.
- Organize debates, workshops or seminars, webinars and think tank initiatives on topics related to public management and administration.
- Develops, maintains, and manage accurate and comprehensive client database.
- Network with key research users to understand their research needs and develop contacts with policymakers outside the organization.

#### **Lecturing, Facilitation & Training:**

- Assist with the administration of training, namely: application forms, admission, training evaluation forms, submission, assessment and moderation and certification.

- When necessary, assists in providing training to foster a sense of purpose, values, and traditions of a public service that serves the people of Namibia and promotes their welfare and lawful interests as and when required in the area of expertise.
- Coordinates all training related logistical arrangements (e.g., materials, venues, reminders to trainees and facilitators, etc.).

### **Coordinate and Undertake Relevant Research Activities:**

- Participates in determining key research undertakings for the Unit in various entities and multiple areas.
- Contributes to the process of identifying specific research interventions for public service.
- Undertake high quality, policy-oriented economic research as required by the Unit, with support from senior researchers.
- Engage in the planning, execution, monitoring, and reporting functions associated with the Units research activities.
- Prepares professional proposals for clients to support the development of public service managers.
- Develops research methodology for projects.
- Develops survey and evaluation materials, including both qualitative feedbacks gathered through a combination of methods and quantitative data.
- Administer the collection and verification of data.
- Perform literature searches and interpret information to provide feedback on technical activities.
- Communicate research findings; publishing in journals; and producing dialogue reports and policy briefs.
- Contributes towards a culture of continuous research and learning in the public sector.
- Aids all internal and external staff/resource pool regarding assigned research and tasks.

### **Monitoring and Evaluation:**

- Develop and strengthen monitoring and evaluation procedures.
- Assist in the development of the research project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Maintain the monitoring and evaluation system that incorporates a comprehensive set of research instruments that are project specific and user-friendly.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.

- Where necessary, suggest strategies for improving the efficiency and effectiveness of internal policies and procedures and/or programme activities relevant to M&E.
- Provide advice to the supervisor on improving project performance and Produce reports on M&E findings.

#### **Quality improvement interventions:**

- Participates in the development and implementation of the business Unit plan, key research undertakings.
- Assists the Business Unit in the selection and evaluation of research cases.
- Participates in business Unit Day to day operations.
- Participates in short, medium, and long-term research.
- Assesses and evaluates the impact of the research undertaken.
- Ensures that all research interventions are documented and recommends areas for improvement and further research.

## **EXPERIENCE AND QUALIFICATIONS**

#### **Minimum Qualifications and Experience:**

- Honours Degree in Public Administration and Management/ Economics/ Gender and Development Studies/ Public Sector Innovation/ Public Policy Analysis/ Policy Development.
- NQF Level 8
- A Master Degree will be an added advantage.
- 2-3 years experience in operational research, economic research, and/or policy experience.

NIPAM is an equal opportunity employer and encourages applications from designated groups e.g., women and persons with disabilities in terms of Affirmative Action (Employment) (Act No. 29 of 1998).

Applications should include a Curriculum Vitae, Certified copies of qualifications, and Identification document or passport.

The closing date for applications is **03 February 2023 at 16:00 PM.** Applications should be emailed to [recruitment@nipam.na](mailto:recruitment@nipam.na).

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