



Research Assistant

Job purpose summary:	To provide research support and editorial assistance, contributing to the development and delivery of Mokoro's consultancy portfolio.
Salary:	£24,000-27,000 (dependent on experience)
Location:	Oxford/Hybrid; with some UK and international travel
Reporting to:	Principal Consultant on staff
Working internally with:	Research team members, Head of Business Operations, Programme Coordinators, Business Development Coordinator, Business Administrator, Finance Manager, Principal Consultants and Associates.

A. About Mokoro

Mokoro is a small international development consultancy providing technical, policy and research expertise in support of sustainable economic and social development that contributes to improving the wellbeing and opportunities of poor and vulnerable people. Our technical services include evaluations and reviews, research, training, programme design, policy analysis and advice, in the areas of aid effectiveness, public policy and management, and land, livelihoods and natural resources. Our experience cuts across sectors, issues and disciplines. We were established in 1982 and have undertaken more than 750 consultancy assignments in 80 countries worldwide, for national governments, multilateral and bilateral aid agencies, and NGOs. The company draws its consulting capacity from its Principal Consultants, the technical staff team, and its wider network of associates. Further information on Mokoro's background and current portfolio is at www.mokoro.co.uk. As a not-for-profit business, our values and commitment to high quality work are the primary drivers for what we do, and how we do it.

B. Role description

The Research Assistant is a member of Mokoro's small, busy support team (previously predominantly Oxford-based, but now with several who work via remote/hybrid arrangements) and assists with the effective and efficient delivery of research support and outputs for Mokoro's consultancy programme. The Research Assistant is supervised by a Principal Consultant on staff and collaborates closely with consultants, other Mokoro research team members, as well as colleagues in business development and project management. All members of the team are committed to Mokoro's approach to collaborative working, strong supportive relationships and high-quality work.

Research Assistance (70%)

Support with assignment coordination and administration, including:

- Taking meeting minutes
- Scheduling and tracking meetings, including interviews and workshops
- Support in establishing and maintaining libraries of documentation and data
- Support assignments with travel and logistics (e.g. visas and accommodation), in conjunction with Assignment Manager and Business Administrator

Undertake data collection/research tasks, as assigned by team leaders, consultants and researchers, including:

- Note-taking/transcribing interviews and workshops
- Undertaking research to illustrate global, country and organisational contexts, including developing timelines, chronologies etc.
- Synthesising data and documentation
- Conducting literature reviews
- Carrying out quantitative and qualitative analysis of primary and secondary data

Provide support to assignment deliverables (progress reports, technical outputs etc.):

- Producing templates for deliverables
- Preparing bibliographies
- Preparing report summaries (e.g. drafting Executive Summaries/Abstracts)
- Proofreading, formatting, presentation of reports and other assignment outputs
- Drafting project-related communications materials for external presentation

Business development (25%)

Support the preparation of company documentation for research and consultancy proposals:

- CVs
- Project records
- Proofreading, formatting proposals

General (5%)

- Contribute to knowledge management and learning at Mokoro
- Contribute to internal meetings, planning and monitoring processes
- Any other reasonable task as assigned by line manager

C. Person specification

Knowledge, skills and experience (E=essential D=desirable)

- Degree in a relevant discipline, e.g. social sciences, economics, international development (E); a postgraduate degree would be an advantage (D)
- Excellent verbal and written communication skills in English, with a sound ability to work effectively with a diverse and geographically dispersed team (E)
- Knowledge of the development and/or humanitarian sectors (E)
- Commitment to Mokoro's approach to collaborative working, strong supportive relationships and high-quality consultancy work (E)
- Proven ability to work effectively and proactively both independently and as part of a team (E)
- Demonstrable experience gained in either the voluntary, private or public sectors (E)
- Some proven project/research assistance experience (E)
- Demonstrable qualitative and quantitative research skills (E); competency in statistical/quantitative software (e.g. SPSS) and other research software (e.g. MAXQDA, Online Survey) would be an advantage (D)
- Strong IT competency in all standard MS packages (E); Advanced skills in formatting in Word and in the use of Excel would be a considerable advantage (D)
- Accuracy and attention to detail (E) and proven ability to produce high-quality documents in English for external publication (D)



- Additional language abilities relevant to Mokoro's work would be an asset: French/Spanish/Portuguese/Arabic (D)

D. General terms and conditions

Hours:	Full time based on a 37.5 hour week. Office hours are currently 9am to 5.30pm Monday to Friday UK time. Some flexibility would be preferred, as hours required may depend on time zones of consultancy work.
Location:	Oxford/Hybrid. Our strong preference is that an individual would be able to work in the Oxford office for several days per week (open to discussion)
Leave:	Annual leave entitlement is 25 days pro rata (as well as all English public holidays), plus an additional 3 days to be taken at Christmas, Eid or a similar observance.
Salary:	Salary is paid monthly in arrears by credit transfer. Mokoro operates a contributory pension scheme.
Probationary period:	There will be a 6-month probationary period, with a review carried out at the end of month 1, 3, and 6.
Notice:	Two weeks' notice during the probationary period. Three months upon satisfactory completion of probation and confirmation into post.
