Job Description & Person Specification

Social Research Specialist- MENA Region & Global

About Levante

Levante International Development is a consultancy and research firm, specialising in supporting humanitarian interventions and development projects globally.

Our multi-sector expertise includes Child Protection, Mental Health & Health, Gender and Social Inclusion, Education, Livelihoods, WASH, Peacebuilding and more. We excel in conducting participatory research with hard-to-reach groups – including young people, displaced and marginalised populations. Levante's clients include leading INGOs and government agencies in south-East Asia, MENA, CIS and sub-Saharan Africa.

Levante provide services in research (Needs Asssessments, Feasibility & Scoping Studies), Monitoring & Evaluation, project design and proposal development, strategy development and capacity building.

Levante in the MENA Region

Levante have an established track-record of working with leading organisations and the government stakeholders in countries including Iraq, Jordan, Lebanon, Syria, Yemen and Palestine on issues of education, livelihoods, health, MHPSS, GESI, emergency assistance, protection, governance and disability inclusion. We regularly conduct primary research in English and Arabic languages.

www.levante-international-development.org

https://www.linkedin.com/company/levante-international-development

Job Description

About the role

The Social Research Specialist will play a leading role in delivering and growing our research and consultancy projects in the MENA region, with the opportunity to contribute to our other projects globally.

We are seeking candidates with a strong background in social research – including experience in primary data collection, analysis and report writing. Experience working with government stakeholders and on Levante's thematic areas outlined above is also desirable. Successful candidates will be fluent in English and Arabic. Speakers of Kurdish are also encouraged to apply.

Role Overview

Summary

➜	**Reports to:**	Director & Principal Consultant
➜	**Leads:**	MENA-based Field Coordinators and Enumerator Teams
➜	**Location:**	Remote working role. Preference given to MENA-based candidates.
➜	**Travel:**	Within the MENA region for research. Opportunities for global travel. All expenses paid.
➜	**Contract term:**	Full-time work on rolling contract
➜	**Remuneration Package:**	Dependent on qualifications and experience.

As a Social Research Specialist you will be responsible for technically delivering Levante's research and consultancy work across a range of thematic areas – including humanitarian assistance, livelihoods, education, WASH, health, MHPSS, governance, child protection and other thematic areas.

This will include desk research, research tool development, coordinating and carrying out on-the-ground data collection, data analysis and producing high-quality written reports. You will be supported and mentored in your role by the experienced Levante team, with constant learning opportunities.

The Social Research Specialist will demonstrate a full-commitment to amplifying the voices of the vulnerable through research and to Levante's values of responsibility and integrity. You will also build and shape Levante's portfolio of work by identifying opportunities and building connections through your work. This includes the opportunity to pursue projects which interest you as Levante grows.

You must be highly self-motivated and able to organise your work. To get research done in challenging contexts you have to be results-driven, and take satisfaction in overcoming obstacles to get the information which will make a difference.

Main Duties

Research (Remote and Field)

- ➜ Developing tools for data collection (i.e. questionnaires, topic guides for Focus Group Discussions/Key Informant Interviews, observation tools)
- ➜ Training local data collection teams/contractors in tools, principles of social research and Levante's policies (i.e., Child Safeguarding, Confidentiality)
- ➜ Coordinating with government, (I)NGO representatives and other stakeholders
- ➜ Where required, travelling to locations to oversee and undertake data collection:
  - o Leading Focus Group Discussions, Interviews with Key Stakeholders or making observations etc.
  - o Overseeing the work of enumeration teams

➔ Monitoring data collection and carrying out quality assurance

Data Analysis

➔ Cleaning & coding datasets
➔ Analysing quantitative data through the use of statistical packages (i.e. Excel, STATA)
➔ Analysing qualitative data through thematic analysis

Report Writing

➔ Contributing to the production of high-quality reports and other deliverables (presentations, training materials, studies etc.) under the authorship of Levante
➔ Providing technical expertise to clients and making meaningful, robust conclusions & recommendations

Business Development

➔ Contributing to research study design and business development:
   o Technical inputs to project proposals/bids
   o Design of research methodologies
➔ Representing Levante where necessary at the interview and short-listing stages of tendering processes
➔ Helping to create Business Development material including blog/social media posts, articles, newsletters, resources etc.
➔ Attending events/networking with other actors in the Humanitarian & International Development Sectors

Person Specification

Note: This is an exciting and highly demanding role within a growing organisation which prides itself on excellent standards of work. You <u>must</u> demonstrate the following:

| ➔ | **Essential** | • Minimum of an Undergraduate degree in Social Sciences/Humanities or other relevant discipline
• 2-5 years professional social research experience and a demonstrated understanding of social research methods
• Fluency in English and Arabic
• Exceptional writing skills. Ability to write clearly, concisely and synthesize complex ideas at pace
• Experience in data collection (Interviews, Focus Group Discussions, Surveys)
• Experience working with vulnerable or marginalised groups |

		• Proficiency in data analysis, including use of statistical software packages • Experience working with multi-cultural teams • Self-motivated and results driven • Ability to work under pressure and meet tight deadlines
➜	**Preferred:**	• Masters degree in relevant discipline • Experience working with government stakeholders • Proficiency in Kurdish language • Experience of remote management of mult-lingual data collection teams

Working at Levante

Levante are based in the UK, but with teams working globally, meaning this role is open to anyone through remote working. As we work across time zones, our staff are given freedom and trust to manage their own schedules. This is balanced by an expectation of high standards and results.

An inclusive, diverse team is fundamental to what we want to achieve as an organisation. We actively encourage applicants of all backgrounds. We value integrity, decency and respect for colleagues, clients and the vulnerable communities with whom we work above all else.

To Apply

Please submit the following by email only to recruitment@levante-international-development.org:

➜ CV
➜ Cover Letter outlining:
  o Interest in the role
  o Relevant experience and evidence of required skills
  o What you like to do in your spare time and passions outside of work
➜ Writing/research sample (Previous professional work, academic work). If you are not the sole author of the entire work, you must clearly highlight the sections written by you personally.
➜ Contact details for 2 references
  o 1: A former manager/employer/supervisor
  o 2: A colleague/peer you have worked with in a team

Please also complete the following table, which should be copied and included in the body of your email:

Name	Highest Academic Qualification	Years of social research exp.	Sectors of experience	Countries of experience	Languages Spoken Fluently

Application Process & Timeline

Applications close on the 12th April. Shortlisted candidates will be contacted by April 15th for arranging interviews and assessment. The successful candidate will be selected before April 30th, with a view to starting in May 2022.

Due to the anticipated high volume of applications, we will only be able to respond to shortlisted candidates. We will, however, give unsuccessful shortlisted candidates brief feedback on their applications following interview.