

JOB DESCRIPTION

Position: Research Analyst

Contract Type: Part-time, Telecommute

Summary: Voluntary Unpaid Position

Reports To: Lead Research

Effective: ASAP

Organizational Context

The Research Analyst will be part of Africa IQ's Research Team charged with producing high quality content addressing the business landscape and investment climate in African markets. Under the leadership of the Research Lead, the Research Analyst will manage an array of detailed survey projects and consult regularly with Africa IQ's Thought Leaders on the development, content and representation of data-driven research programs and surveys. As this is a telecommute position, the Research Analyst must be able to work effectively with a high degree of autonomy. Previous research experience on Africa is highly desirable.

About Africa IQ: Africa IQ is a non-profit organization with a mission to create an Africa beyond aid. We provide access to impartial business intelligence in order to attract and sustain investment in African markets. At the core of our mission is the belief that business rather than aid is the most effective path to sustainable economic growth and development. So we created Africa IQ with the priority to build investor confidence in African markets. We achieve this by providing access to credible and impartial investment intelligence, which has the power to inspire action, change attitudes, and ultimately lead to increased investment in the continent. For more information, visit: www.africaiq.org

Key Responsibilities

The Research Analyst drives the agenda and strategy in one of our research modules, and sometimes serves as a spokesperson for the project – in live or Webcast events, with Africa IQ stakeholders and audiences. Effective writing skills, critical thinking aptitude, and the ability to work under deadlines are of paramount importance. The Research Analyst's responsibilities will include:

- Developing periodic research reports, notes and analyses about trends in the African investment climate
- Administering surveys and analyzing survey results
- Awareness and/or analysis of third-party research
- Participating in calls with research sources
- Consultations and/or presentations with Africa IQ stakeholders and audiences.
- Helping research new ideas for surveys and new survey participants

Core Competencies Required

- **Self-Starter:** you aren't afraid to take responsibility and have the focus and motivation to see a research project through from initiation to completion.
- **Excel at Research:** you thrive in an environment where innate curiosity drives your need to find the answer to complex research problems. Direct experience with qualitative or quantitative research highly desirable.
- **Excellent Written and Verbal Communication Skills:** you have an understanding of the appropriate tone and content for leading our research efforts and the skillset to effectively communicate with internal team members and external stakeholders as needed.
- **Documentation and Delivery Skills:** you are comfortable producing and maintaining core project documents, interim updates and final deliverables for qualitative and quantitative studies.
- **Exceptional Attention to Detail:** you have a natural sense of ownership and commitment to your projects. You can spot when something is going amiss and get it sorted out without being prompted by management to do so.

Application Process

Please send a letter of interest and resume to: info@africaiq.org