



# Announcement

## Development Analytics

**Position:** Junior Fellowship

**Deadline for application:** Rolling basis

### 1. BACKGROUND:

Development Analytics is a research centre and advisory firm with a specialised focus on delivering cutting-edge models and analytical tools designed to drive the progress of social policies and program development. By unlocking data insights and empowering our partners, we work collaboratively to build sustainable and transformative social policy solutions.

Our diverse portfolio of clients and partners includes institutions such as multilateral development banks, United Nations organisations, and government ministries at the international and national levels. Additionally, we collaborate closely with local non-profit organisations dedicated to creating community-centric initiatives and programs. For more information, please visit [www.developmentanalytics.org](http://www.developmentanalytics.org)

### 2. JOB DESCRIPTION/ RESPONSIBILITIES:

The Junior Fellowship is a **six-month learning and development opportunity** for motivated **emerging researchers**—particularly **current master's students, or recent master's or undergraduate degree graduates** seeking hands-on experience in social policy related research. As a Junior Fellow, the selected candidate will be introduced to Development Analytics' research approach, workflows, gaining exposure to research methods, quantitative and/or qualitative data analysis and social policy studies. We expect the Junior Fellow to be eager to learn, proactive in building new skills, and ready to contribute to a fast-paced research environment.

Over the fellowship period, the Junior Fellow will support the team across a range of tasks, including (i) project development and support, (ii) research support, (iii) fieldwork support. The tasks can include qualitative and quantitative data management, statistical analysis, data coding, literature reviews, and preparation of research outputs for studies and evaluations conducted by Development Analytics. These projects span thematic areas such as poverty measurement, education, labour, social protection, forced migration, gender, and health. The fellow will work closely with senior researchers and will be considered an integral member of the research team.

This position is remote and may require occasional travel and short stays in the regions where project activities take place. The position can be **full-time or part-time**, depending on the candidate's availability and academic schedule, and Development Analytics' needs.

## **KEY RESPONSIBILITIES:**

1. Support the team in seeking opportunities for new business development and preparing grant and project proposals for potential projects
2. Participating and collaborating on all aspects related to research development and implementation, namely all phases from initiating study design and survey questionnaire development to data preparation, analysis, and dissemination of research findings
3. Preparing and managing quantitative data from research studies and complex surveys using statistical and database software such as R, STATA, Power BI, Tableau, and Excel
4. Designing and implementing statistical analysis of complex survey data, including descriptive, multivariate, and longitudinal data analysis using R and Stata
5. Collecting, coding, analysing, and reporting qualitative data (through literature and document reviews, key informant interviews and/or focus group discussions), developing skills in NVIVO, and writing up and summarising research findings
6. Providing support to research associates in carrying out background research, preparation of project deliverables, including PPTs, reports, and writing specific pieces in reports
7. Where needed, organising and coordinating the field activities and managing fieldwork (related to conducting key informant interviews and/or focus groups discussion, and/or survey collection), including planning, logistics, hiring or training support staff, supervising and monitoring daily data collection activities, and providing support to the senior consultants during the interviews, taking notes during the interviews and writing interview notes and field reports
8. Helping with organisational duties when necessary.

## **3. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

1. Recent graduates of a master's or an undergraduate degree in Economics, Sociology, Social Policy, Demography, Development Studies or a related field or students already pursuing a master's degree in one of these fields.
2. Having relevant analytical experience in the field of research using household surveys.
3. Candidates having knowledge and experience of STATA and/or R will be given priority.
4. Should have excellent analytical, oral and written communication skills.
5. English language proficiency is required.

## **4. HOW TO APPLY:**

Please apply by submitting the required information through the link: <https://www.developmentanalytics.org/junior-fellowship-programme>.

Applications will be reviewed on a rolling basis. Applicants who are shortlisted for an interview will be contacted by email or phone.