

Human Resource and Talent Management Section



University of Seychelles

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Campus: Anse Royale and Mont Fleuri

FACULTY	
Post title:	Research Officer
Reports to:	DIRECTOR OF RESEARCH INSTITUTE (BERI)
Academic qualification:	Bachelor of Science degree in the relevant field
Professional Knowledge and Experience:	<ul style="list-style-type: none">• 3-5 years relevant experience• Exceptional performance in achieving the First Degree and/or practical experience• Appropriate knowledge of subject field of the Institute• Experience in data handling & data management• Experience in Modern office practices & procedures, including financial management
Additional Criteria (Skills & Abilities):	<ul style="list-style-type: none">• Good oral and written communication skills• Ability to work as part of a team• Skills in public relations & effective communication of research findings• Ability to coordinate several events/projects simultaneously• Excellent organisation and planning skills & attention to detail• Understand specific methods for qualitative and quantitative research• Ability to analyse and interpret data, write reports and develop recommendations

Job Purpose

Under the responsibility of the Director, the Research Officer will be responsible to undertake and participate in research in connection with formation of a managed network of thematic research in the **Seychelles and Western Indian Ocean**.

The post holder will work with a team of other researchers and committees to plan research objectives and test parameters. S/he also identifies research methods, variables, data collection techniques and analysis methods; monitors the project to make sure it follows the requirements and standards; interprets the data, produces reports discussing research findings and provides recommendations at the end of the project.

Main Duties and Responsibilities

1. Supports the development of local, regional and international networks, partnerships and opportunities to build and generate interdisciplinary and trans-disciplinary research
2. Identifies relevant funding sources and collates appropriate administrative documents for grant applications
3. Organises, designs and carries out research and field work as per the Institute strategy
4. Produces high quality and varied research outputs for a range of audiences including analysis, report writing and presentations where necessary
5. Collaborates with research teams, industry stakeholders and government agencies on projects, reviews, papers and other relevant outputs
6. Supports research proposal development as appropriate and ensures all applicable ethics clearance and permit applications are obtained
7. Supports the established research and ethics committees of the University
8. Provides administrative support for visiting researchers and liaison with the International and Local Engagement Section of UniSey.
9. Attends external events, where appropriate, to learn from others and extend the influence of UniSey and/or Institute.
10. Produces regular press releases and/or online media outputs for public recognition of the Institute.
11. Responsible for data capturing and curating as part of institutional data management
12. Assists in the organisation and hosting of research related events, including community engagement activities
13. Works within a team and with external stakeholders to manage relationships and deliver work.
14. Assists with procurement and asset management of research equipment and consumables together with the laboratory technician and the Finance Section
15. May be required to undertake any other reasonable duties in line with the needs of the Institute

Other Duties

1. Engages at institutional level, in communication, workshops, regional and national activities/committees, etc.
2. Attends meetings and conferences as required.
3. Participates in and develops external networks.
4. Assists and supports the development and implementation of new workshops.
5. Works within and actively supports the Strategic Plan of the Institute and Faculty and that of the UniSey as a whole.
6. Participates in the preparation of the Institute's budgets and associated reports.
7. Promotes excellent working atmosphere within the Institute and Faculty and the UniSey as a whole
8. Participates in social activities, or builds relationships for future activities.
9. Promotes and adheres to the University health and safety strategy.

Professional Development

1. Responsible for continuing self-initiated professional development
2. Participates in University staff development initiatives
3. Attends training programmes as identified and agreed for appropriate development
4. Engages in professional development activities as required.

Expectations of all staff

Professional standards

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and Safety

The arrangements for meeting the University's health and safety objectives are contained in the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Staff Full Name:	Signature:	Date:
Line Manager Full Name:	Signature:	Date: