

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 (PDRI)
Academic qualification:	<ul style="list-style-type: none"> • Bachelor's degree in the relevant field • A higher qualification is beneficial
Professional Knowledge and Experience:	<ul style="list-style-type: none"> • Exceptional performance in achieving the First Degree) and/or practical experience; 3-5 years relevant experience required • Appropriate knowledge of subject field of research • Must have a good knowledge of the data analysis techniques within the respective discipline. • Must have a good understanding of specific methods for qualitative and quantitative research; • Experience in data handling & data management • Proven knowledge of mixed method data collection strategies • Proven experience of having worked in a similar environment either as a student or research officer/assistant is a plus • Experience in Modern office practices & procedures, including financial management
Additional Criteria (Competencies, Skills & Abilities):	<ul style="list-style-type: none"> • Excellent written and verbal communication skills including presentation skills • Ability to write research reports for publication • Ability to manage projects without supervision • Ability to coordinate multiple events/projects simultaneously • Excellent planning and organisation skills with particular attention to details • Must have exceptional problem-solving and investigative skills; • Proficiency in multiple data collection and analysis techniques • Ability to write reports that draw inferences from data and create actionable recommendations to broaden the scope of knowledge or solve specific research problems. • Must be comfortable following the instructions of a senior researcher who acts as the project manager/Lead. • Ability to work within a team

Job Purpose

Under the responsibility of the Director, the **Research Officer** will be responsible to undertake and participate in research in connection with the formation of a managed network of thematic research in the Seychelles and at **regional and international level**.

The Research Officer supervises research projects to accomplish specific objectives. Duties include identifying research goals, establishing methods and setting budgets for the Institute. 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. Supports research proposal development as appropriate and ensures all applicable ethics clearance and permit applications are obtained
6. Supports the established research and ethics committees of the University
7. Provides administrative support for visiting researchers and liaison with the International & Local Engagement Section of UniSey.
8. Attends external events, where appropriate, to learn from others and extend the influence of UniSey and/or the institute.
9. Produces regular press releases and/or online media outputs for public recognition of the Institute
10. Responsible for data capturing and curating as part of institutional data management
11. Interprets data analysis results and draws inferences and conclusions.
12. Uses research results to write reports, papers and reviews and presents findings in journals and conferences.
13. Assists in the organisation and hosting of research related events, including community engagement activities
14. Works within a team and with external stakeholders to manage relationships and deliver on outcomes.
15. Assists with procurement and asset management of research equipment and consumables together with laboratory technician and the Finance Section
16. 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 develop external networks.

4. Provides information and materials to the Marketing Department, to facilitate marketing of the Institute, Faculty and University'
5. Assists and supports the development of workshops
6. Supports student research in the relevant Departments/Faculties
7. Works within and actively supports the Strategic Plan of the Institute and Faculty and the UniSey as a whole.
8. Participates in the preparation of the Institute's budgets and associated reports.
9. Participates in social activities, or builds relationships for future activities.

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: