



Transforming natural resource management
Empowering communities

Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

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| Position: | Research Support Officer |
| Location: | Ottawa, Canada |
| Deadline for applications: | September 11, 2020 |
| Starting date: | September 28, 2020 |
| Duration: | 8 weeks (September 28-November 20) |
| Salary: | \$14.25/hour, 35 hours/week |

About IMPACT

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk. We investigate and develop approaches for natural resources to improve security, development, and equality. We are an independent non-profit, collaborating with local partners for lasting change.

IMPACT is headquartered in Ottawa and has offices in the Democratic Republic of Congo, Uganda, and Côte d'Ivoire.

Research Support Officer

IMPACT's Innovation Department seeks a full-time Research Support Officer for a 2-month period to assist with the monitoring and evaluation of IMPACT programming, institutional learning, as well as developing related graphics and reports. The Officer will work with Ottawa-based colleagues within a larger international bilingual team.

This position will be carried out remotely, but may include one or more in-person meetings with relevant staff, under strict observation of government-issued COVID restrictions and guidelines, as well as IMPACT Guidelines, where applicable. It does not include travel, and has a targeted start of 7th September 2020 depending on candidate availability. Only candidates with formal Monitoring and Evaluation (M&E) or experience with statistics and/or carrying out quantitative analysis will be considered.

They will carry out desk research on indicators related to conflict, climate change, gender equity and women's empowerment. The Officer will also carry out data analysis and reporting on specific project indicators, and will receive training on data visualization tools with which they can explore project data and national public statistics, as well as Sustainable Development Goals (SDGs).

Specific areas of work include:

- Manage data related to M&E plans.
- Provide graphics and report-writing support to the M&E team as requested.
- Verify and test questionnaires for data collection.
- Translate data forms and questionnaires from English to French or French to English as needed.
- Provide research support on national development statistics on host countries of IMPACT projects, and on indicators related to Sustainable Development Goals.
- Provide administrative support to IMPACT's M&E team as needed.



The ideal candidate should have the following qualifications, experience and skills:

- Completed or working towards a Bachelor's degree in Political science, Social Sciences and Humanities or other relevant field, or equivalent.
- Proficiency with Microsoft Office (especially Word, Excel, and PowerPoint).
- Data management skills.
- Experience with quantitative and qualitative analysis.
- Ability to produce visual data products for increased understanding.
- Excellent organizational skills; ability to manage multiple assignments and competing priorities.
- Ability to work independently and with a team that is bilingual and working globally.
- Demonstrated interest about human rights, international development, gender equality, and natural resource management.
- Excellent communication skills—verbal and written fluency in English and basic understanding of French.

This position is funded through the Canada Summer Jobs program. As per the eligibility requirements, all candidates must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

IMPACT's headquarters are located in Ottawa. Applicants must be available to work out of the Ottawa office for the duration of the position.

To apply

Send the following information by email to jobs@impacttransform.org

- A **cover letter** explaining your interest in the position
- Your **curriculum vitae**

Applications are due August 23, 2020. Only shortlisted candidates will be contacted. No walk-ins or phone calls please.

