



OPPORTUNITIES FOR RESEARCH TRAINEE (4 POSITIONS)

The Economic and Social Research Foundation (ESRF), a policy think tank in Tanzania undertakes and facilitates research aiming at enhancing the understanding of policy options for development management in Tanzania. Foundation's primary objectives include undertaking policy-enhancing research as well as articulating and improving the understanding of policy options in government, the public sector, the donor community, and the growing private sector, and civil society. The mandate of ESRF includes also capacity strengthening of Tanzania's intellectual resources – both producers and users of knowledge.

Mentoring and coaching of junior and intermediate researchers is one of the Foundation's initiatives aiming at building the capacity of young researchers in policy research. Through this program, the ESRF provides opportunities for young researchers to work for the ESRF as Research Assistants for a period of one year under supervision of senior researchers. **In this regard, the ESRF is pleased to announce opportunities for research assistantship for four (4) research trainees for a one year period from September 2018 to August 2019.**

This program is particularly designed to provide the candidates with an opportunity of gaining practical work experience through active engagement in day to day activities at ESRF. Our experience has demonstrated that by starting as Research Trainees, many previous beneficiaries of this program have managed to excel in their career within ESRF, in the government, international organizations and elsewhere. The ESRF will provide the successful candidates with modest stipend during their period of service.

DUTIES AND RESPONSIBILITIES

The research trainees are expected to carry out Foundation's day to day activities at a capacity of research assistants. In particular, the candidates are expected to carry out the following activities:-

- Assist senior researchers in executing research, policy analysis and capacity building projects;
- Prepare proposals for research projects; undertake actual research and prepare research reports;
- Draft letters, make necessary appointments and arrange logistics that will facilitate a research/task to be accomplished;
- Prepare presentations and work with projects team members in disseminating research findings;
- Write minutes of meetings, proceedings of workshops/conferences;
- Collect, analyze, compile data and prepare statistical annexes for the research reports
- Develop a habit of reading widely in order to acquire new knowledge, skills and information.
- Perform other duties as may be assigned by his/her seniors from time to time.

QUALIFICATIONS AND COMPETENCIES REQUIRED

- Possession of Master's degree in Social Sciences with a minimum of Upper Second Grade and Grade Point Average (GPA) Score 4.0 and above.
- Not more than 2 years of work experience after graduation of master's degree
- Excellent written, verbal communication and oral presentation skills (Fluency in English and Swahili)
- Strong organizational and prioritization skills required as well as the ability to work independently and in a team
- Good interpersonal skills
- Multi-tasking skills and ability to work under pressure

HOW TO APPLY:

Interested Candidates should submit:

- An Application letter and Curriculum Vitae (CV) with current email and phone numbers
- Copies of academic certificates from Secondary to Tertiary education

Applications should be addressed to:-

Executive Director
Economic and Social Research Foundation,
51 Uporoto Street, Ursino Estates,
P.O. Box 31226
Dar es Salaam.

The deadline for receiving applications is Friday 24th August 2018. Only successful applicants shall be contacted not later than Friday 31st August 2018