



**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: SENIOR RESEARCH SPECIALIST**

**JOB SUMMARY:**

The Land Settlement Agency is responsible for formulating, implementing, and evaluating policies and procedures relating to the achievement of the Agency's mandate. The Senior Research Specialist is responsible for a full range of professional duties leading to the identification, development, design, and implementation of research programmes pertinent to the projects and deliverables of the Land Settlement Agency.

**REPORTS TO:**

- Manager Corporate Services Unit

**SUPERVISION GIVEN TO:**

- Research Officer, Support Staff

**DUTIES AND RESPONSIBILITIES:**

- Conducts detailed research and present recommendations and findings into appropriate housing and building technologies.
- Conducts detailed research into appropriate social, health, economic and environmental programmes.
- Assist in the development of Community Development Policies and Strategies for implementation by the LSA.
- Analyses and evaluates the effectiveness of social and economic programmes and presents evaluation reports on findings.
- Assist in the preparation of Public Consultation and Participation Policies and Strategies for implementation by the Land Settlement Agency.
- Assists in the preparation of Cabinet Notes, Policy documents and Administrative Reports.
- Provide technical support and recommendations in the periodic review of the legislation, procedures and institutional and organizational structure of the Land Settlement Agency.
- Any other related duties or other functions as may be assigned by the CEO and the Land Settlement Committee.

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Knowledge of modern research principles, concepts, practices, and methods
- Knowledge of data collection techniques and data analysis

<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Excellent analytical, organizational and communication skills</li> <li>▪ Strong interpersonal skills with the ability to work with individuals at all levels across the institute.</li> <li>▪ Ability to multi-task, prioritize, and complete projects in timely manner</li> <li>▪ Skill in leading, coordinating and/or supervising the work of others.</li> <li>▪ Ability to effectively communicate.</li> <li>▪ Skills in analysing and evaluating data.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>▪ A first degree in Economics, Statistics, Sociology, Urban Planning or Management. Postgraduate qualifications in Social Sciences will be an asset.</li> <li>▪ A minimum of 5 years' experience in conducting research.</li> <li>▪ Evidence of presentation of papers, workshops at international conferences.</li> </ul>	