



Advertisement:

## Junior Analyst, HQ

Full-Time. Based in London with up to 10% international travel, 12 months.

April 2017





## **Junior Analyst, HQ ToR 2017**

**Full-Time for 12 months with up to 10% international travel.**

### **Who we are:**

Integrity sets the international standard for ethically delivered, expert services in challenging, complex and fragile environments. We work to assist our clients in the international community and the global private sector to transform conflict and build stability, accountability and prosperity. We aim to help our clients succeed in fragile and challenging environments while building trust and giving a voice to local people.

We deliver five key services: programme management and implementation / programme design, monitoring and evaluation / stakeholder engagement / capacity development / research and analysis.

Our services are underpinned by the principles on which the company was founded: an expert understanding of local context, ethical procurement and contracting, and a commitment to high quality work. Through our project delivery we fulfil our mission to build local skills and capacity by investing in sustained and equitable relationships with local partners.

Integrity employs a multinational team of project managers and implementers, thematic and regional experts, researchers, evaluators and analysts with years of experience delivering complex programmes in fragile geographies across Africa, Asia and the Middle East.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

### **Scope of work:**

The Junior Analyst will support Integrity's Services team. The Services team leads on the methodological design of project proposals, and the implementation of projects. We are looking for someone who can support our research and help us to stay on top of the latest approaches and literature.

We are particularly keen to find someone with good research training and around one year of experience in conducting research using both qualitative and quantitative research skills. You might have already worked in developing countries, or you might be seeking to gain global experience. Regardless, you will have an interest in conducting research and supporting programme delivery in fragile and conflict-affected environments.

At Integrity, you will gain further experience in research, proposal development, project administration and support, working in a consultancy, and on all aspects of the project cycle.



You will ultimately build a good understanding of the international business environment and the development sector. The position is based in London at our office in Somerset House.

**The package:** In return for your commitment, Integrity will pay an agreed basic salary, and give you the opportunity to work on projects with the team in the UK and in our regional offices in the Middle East and East Africa. You will report directly to a Services Manager based in London and have a Personal Development Plan. Your work will have a direct and meaningful input to the company's objectives. You must be eligible to work in the UK at the time of making this application and able to commit for a minimum of 12 months.

### **Terms of Reference:**

#### **A. Research support (60%)**

- Research assistance on proposals and projects in different geographies, such as MENA, the Horn of Africa and the DRC
- Quantitative and qualitative data analysis on Integrity projects
- Work with Managers to develop and document Integrity's approaches and methodologies.

#### **B. Project support (25%)**

- Provide copy edit and formatting support to reports, proposals and presentations intended for our clients
- Working with the Corporate and Operations teams, providing support on project implementation processes including invoicing, time and resource management
- Working with the Business Development team, providing support on proposal development processes, including proposal design, consultant and account management.
- Working with the Operations team, providing support on project implementation, including logistics, duty of care and security procedures
- Assist with proposals, project delivery, logistics, and report writing where required.

#### **C. Administrative (15%)**

- Update internal systems on project progress
- Support on other administrative tasks, such as note-taking during meetings.

### **Education and Experience:**

The candidate will have:

- An undergraduate degree in a relevant subject such as political science, international relations, sociology, social anthropology, international development, peace and conflict studies or related subject
- One year of professional experience undertaking social research on a thematic that is relevant to Integrity (including conflict, climate change, governance, justice, poverty etc.)
- Experience conducting IT and administrative tasks in a fast-paced environment or demonstrable ability to do so
- Experience using software packages including NVivo and SPSS desirable.

**Competencies:**

The candidate will have:

- Demonstrable research competencies and high-standard writing skills, with applicable skills in quantitative and/or qualitative social research methods
- Familiarity with MS Office programmes, Skype, web-based applications and data management suites
- Excellent communication skills
- Enthusiasm and willingness to take on any tasks requested.

**Languages:**

- Written and oral fluency in English
- Ability to speak and write in French to a professional standard desirable.

**How to apply:**

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply](http://www.integrityglobal.com/apply) and attach a CV and Cover Letter at the bottom of your application.

Closing date for applications: **26<sup>th</sup> April 2017**

*Please be advised that only shortlisted applicants will be contacted.*

**Candidates must have the right to work in the UK.**

*Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.*



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