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**POSITION:** Research Assistant

**LOCATION:** Nairobi

**REPORTS TO:** Associate Director, Research

**TERMS:** Full Time

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### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

The following minimum qualifications are required:

1. Hold an undergraduate or post-graduate degree from a recognized institution of higher learning in any of the following fields: Political Science, Conflict Management, International Relations, or related disciplines.
2. Be able to undertake independent research work in any of the Institute's thematic areas.
3. Excellent oral and written communication skills.
4. Computer literacy
5. Good research and writing skills.

### **ROLE AND RESPONSIBILITIES**

The Research Assistant will:

1. Contribute well researched articles for *The HORN Bulletin*.
2. Write articles for the Institute's website.
3. Write concept notes and project proposals
4. Produce at least two policy briefs based on HORN focus areas every month.
5. Ensure all research undertaken by the research Assistant is conducted ethically and responsibly, and presented in the best possible quality.
6. Conduct literature reviews as directed by the Institute's Director or Associate Directors
7. Attend and participate in meetings and other gatherings organized by the Institute, and its partners.
8. Represent the HORN Institute in various activities/events that are relevant to the work of the Institute.
9. Prepare reports and presentations as assigned by the Director or Associate Director
10. Submit weekly plans and reports.
11. Any other duty assigned.

### **Application Procedure**

Please send your Curriculum Vitae and cover letter to [info@horninstitute.org](mailto:info@horninstitute.org)

**Note:** Selection of applicants to this position is competitive and done on an ongoing basis.