

TERMS OF REFERENCE

Position Title: Research Intern at Green Africa Youth Organisation (GAYO)

Duration: 6 months

Location: Accra (also remotely)

Start date: ASAP

About The Green Africa Youth Organisation (GAYO)

GAYO is a youth-led gender-balanced Non-Governmental Organisation (NGO) which advocates for environmental sustainability and community development. Founded in 2014, GAYO is dedicated to raising awareness, educating and building the capacity of different stakeholders to adopt sustainable environmental practices that satisfy the needs of the present generation without compromising the ability of future generations to have a good quality of life. GAYO's work focuses on reducing the threats to human society which include but are not limited to the effects of climate change, disasters caused by natural hazards, and societal inequalities. As a result, GAYO's interventions intentionally target the vulnerable in society; children, youth and women. To achieve its objective, GAYO works with various institutions and multiple levels of governance (local, national, regional and global) to implement sustainable agriculture, circular economy and renewable energy activism interventions that provide green jobs and better environmental conditions for all.

Visit our website for more information: www.greenafricayouth.com

Position description

GAYO has identified the need for an organizational research function to spearhead our research and improve our research capacity.

Under the supervision of the Executive Director and Research Officer, the Research Assistant will support the delivery of high-quality, sector-relevant applied research, focusing on climate change and adaptation-related themes. The Research Assistant will work with the Research Officer to conceptualize and design research projects of GAYO and assist with the writing of research papers, reports, briefs and policy recommendations for circulation. The Research Assistant will coordinate with other functions within the organisation to ensure smooth and successful delivery of his/her functions. The core responsibilities of the role are listed below, however, other additional duties may be required based on organisational need.

Responsibilities

In addition to providing overall support to the Research Officer to achieve the full functions of research as identified, the Research Assistant will perform the following specific duties:

1. Liaise with the Research Officer and other GAYO staff to identify organizational research needs and map sector-related research gaps
2. Work with Research Officer to establish research coherence with sector-related conventions and institutions (Sendai Framework, SDGs, Paris Agreement, Biodiversity convention, UNCCD, IPEN, SAICM)

3. Support with primary and secondary data collection during research
4. Assist Research Officer to produce research papers, reports, policy briefs and recommendations
5. Maintain an efficient research database in our cloud storage platform, safeguarding the confidentiality and data protection of subjects
6. Establish strong relationships with sector-related research professionals and institutions
7. Identify and represent GAYO at all related research events
8. Under the supervision of the Research Officer, identify and apply for research grants/opportunities within GAYO's areas of work
9. Support the M&E function of the organisation
10. Perform other related duties as needed by the organisation

Qualification and Experience

A Bachelor's degree in a relevant discipline

Required competencies

1. Basic research skills (especially in qualitative research or other related research areas)
2. Good self-management skills
3. Ability to work with minimal supervision
4. Ability to be a creative problem solver as part of a dedicated team

Desirable competencies

1. Good knowledge of key international institutions and issues related to climate change and environmental sustainability
2. Excellent IT skills

Skills

1. Professionalism and intellectual curiosity
2. Strong attention to detail
3. Strong analytical and writing skills
4. Strong organisational and planning skills
5. Excellent verbal and written English-language skills
6. Ability to prioritise and work with strict deadlines
7. Ability to work with a team located in different geographies

Terms and Conditions

1. The position will start once a suitable applicant is identified
2. 2-month probation period
3. Working hours: 40 per week (full time)
4. Paid leave: 12 days
5. Working language: English
6. The intern (s) will receive a monthly allowance of GHS 600

How to apply

1. Please apply via email to info@greenafricayouth.com with 'Research Assistant - GAYO' as the subject line.
2. Your application package should consist of: a one-page cover letter stating your interest in the role and highlighting your relevant experience(s) to the role and a recent CV - all these merged into one single pdf. Not more than 5 MB in size
3. Indicate the possible start date in your application.

Equal Opportunity and Employment Policy

GAYOs' hiring policy is geared to ensure that the organization hires employees without regard to their race, colour, religion, tribe, citizenship, age, gender, marital status, socio-economic background or sexual orientation. GAYO's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

Please note that applications received after the deadline cannot be considered.

GAYO shall only contact applicants shortlisted for this position. If you do not receive any feedback from GAYO a week after your application, it means you were not successful for this particular position. However, we would recommend regularly checking our website or social media channels for opportunities we continually make available. Thank you.

Application Deadline: 15th March 2021