


RESEARCH & INNOVATION OFFICER POSITION

 Insurance Regulatory Authority Bima Bora kwa Taifa IRA	JOB TITLE	Research & Innovation Officer
	DIRECTORATE/ DEPARTMENT	Directorate of Research Innovation Policy & Strategy
	GRADE/LEVEL	IRA 7
	IMMEDIATE SUPERVISOR	Assistant Manager, Research & Innovation

a) Job purpose

The job holder will support the research and innovation Department in implementation of programs and projects as well as to collect, analyse data and writing of reports.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Support in Identifying project objectives, research methods, collect data monitor the activities of research teams.
- (ii) Support in carrying out research and reviews to anticipate market developments and innovations.
- (iii) Support in carrying out quantitative data analysis of existing secondary data sets and primary quantitative data, using Excel and/or SPSS or any other appropriate software.
- (iv) Support in organising, designing and carrying out qualitative fieldwork in different locations and contexts across the insurance industry.
- (v) Support in conducting qualitative analysis of data through interviews, focus groups, workshops or other methods.
- (vi) Carrying out desktop research, using a range of methods and sources of data.
- (vii) Write research reports and carry out analytical work and offer support services to other Directorates on research and innovation related issues.
- (viii) Handle logistics in the department such as organization for meetings, workshops and smooth flow of information and programs

c) Persons Specifications

- (i) Bachelors' degree in Economics, insurance, or Statistics;
- (ii) Certificate in Computer Proficiency

- (iii) Proficiency in relevant data analysis software (SPSS, STATA, R)
- (iv) Meets the provisions of chapter six of the constitution

d) Competencies and Skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (iv) Professionalism