


RESEARCH & INNOVATION ASSISTANT

 <p>Insurance Regulatory Authority Bima Bora Ikuu Taifa IRA</p>	JOB TITLE	Research & Innovation Assistant
	DIRECTORATE/ DEPARTMENT	Directorate of Research Innovation Policy & Strategy
	GRADE/LEVEL	IRA 8
	IMMEDIATE SUPERVISOR	Research & Innovation Officer

a) Job purpose

The job holder will support the research and innovation Department in implementation of programs and projects as well as to collection, analysis of data and preparation of reports.

b) Job Specifications

The duties and responsibilities will entail:

- (i) Participate in the formulation and synthesis of proposals, ideas and issues on research and innovation in the insurance industry.
- (ii) Assist in the implementation of research and innovation activities.
- (iii) Assist in the co-ordination of research and innovation activities for promotion of insurance market development Assist synthesis of ideas and issues on research and innovation in the insurance industry.
- (iv) Assist in the implementation of research and innovation activities that supports and promotes market development market.
- (v) Assist in the co-ordination of research and innovation activities for promotion of insurance market development.
- (vi) Assist in undertaking surveys and analysing of data and information on insurance market developments and initiatives.
- (vii) Assist in preparing reports on various research and innovation activities.
- (viii) Assist in carrying out analytical work and offer advisory services to other Directorates on research, innovations and related issues.
- (ix) Carrying out desktop research, using a range of methods and sources of data.
- (x) Data entry and analysis
- (xi) Assist in writing research reports and carry.
- (xii) Support in the logistics for the department

c) Persons Specifications

- i. Higher Diploma in Business studies, Insurance, or Statistics, with three (3) years relevant experience;

OR

Diploma in Business studies Insurance or Statistics, with four (4) years relevant experience; and

- ii. 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