Research Analyst at Dynamic People Consulting

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Company: JobWebKenya

Location: Kenya

Category: computer-and-mathematical

Job Description

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At Dynamic People Consulting (DPC), we offer a proactive response to the constantly evolving human resource market. Because your organization is unique, we take the time to learn your business, listen to your needs and then offer a strategic approach that is tailor made to suit your needs.

Summary

Your primary responsibility will be to conduct thorough research using various methodologies and tools. You will be tasked with analysing data, preparing reports, and presenting findings in a clear and concise manner. Attention to detail, critical thinking, and strong analytical skills are essential for success in this role.

Responsibilities:

Research Design and Methodology:

Collaborate with stakeholders, such as project managers, clients, or internal teams, to determine research objectives and define key research questions.

Identify appropriate research methodologies best suited to answer the research questions, such as surveys, interviews, focus groups, or observational studies.

Determine the sample size and sampling techniques required for data collection.

Develop research plans, timelines, and budgets, ensuring adherence to project requirements.

Data Collection and Analysis:

Conduct primary or secondary data collection, depending on the research design, ensuring data sources are reputable and reliable.

Clean and organise collected data, checking for errors, inconsistencies, and missing information.

Utilise statistical software, spreadsheet programs, or other analytical tools to perform data analysis.

Apply appropriate statistical techniques, such as regression analysis, hypothesis testing, or cluster analysis, to understand data patterns and relationships.

Interpret data analysis results to draw meaningful conclusions and insights.

Reporting and Presenting Findings:

Prepare comprehensive research reports summarising the research objective, methodology, key findings, and recommendations.

Present research findings to stakeholders in a clear and concise manner, tailoring the communication to the target audience.

Create compelling visualisations, charts, and graphs to effectively communicate data and facilitate understanding.

Write executive summaries or non-technical versions of research reports as needed.

Respond to questions, provide clarifications, and address concerns regarding research results, demonstrating expertise in the subject matter.

Quality Assurance:

Ensure data accuracy and integrity throughout the research process by conducting quality checks and validation procedures.

Review research methodologies, tools, and processes to enhance efficiency, data reliability, and adherence to industry best practices.

Continuously monitor and improve data collection and analysis techniques to maintain high standards of quality.

Stakeholder Collaboration:

Collaborate with cross-functional teams and stakeholders to understand research needs and requirements, ensuring alignment of research goals.

Communicate research progress, challenges, and insights effectively to stakeholders through regular updates, meetings, or presentations.

Act as a subject matter expert, providing guidance and recommendations based on research findings to support decision-making.

Industry Knowledge and Professional Development:

Stay up-to-date with industry trends, best practices, and emerging research techniques through continuous learning and professional development.

Participate in relevant conferences, webinars, and workshops to enhance knowledge and expand skillset.

Share knowledge and expertise with team members, contributing to a culture of continuous improvement.

Requirements:

Bachelor's or Master's degree in a relevant field such as Economics, Social Sciences, or a related discipline.

Proficiency in quantitative and qualitative research methodologies, with a solid understanding of statistical concepts and analysis techniques.

Strong analytical skills and the ability to work with complex datasets, identifying trends, patterns, and relationships.

Experience with statistical analysis software (e.g., SPSS, R, SAS) or data visualisation tools (e.g., Tableau, Power BI) is highly desirable.

Meticulous attention to detail to ensure accuracy and reliability of research findings.

Ability to identify potential errors or inconsistencies in data and rectify them.

Excellent written and verbal communication skills to present research findings clearly and effectively

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