



## **INTERNSHIP OPPORTUNITY**

REPOA is an independent research institution which creates and utilizes knowledge to facilitate socio-economic transformation for inclusive development. REPOA produces high quality research, provides training, facilitates knowledge sharing and promotes the use of research-based evidence in policy development. It is one of the leading research organisations in Tanzania, and among the top Think Tanks in Sub-Saharan Africa. REPOA is currently implementing its five-year research programme, organized in three interrelated strategic research areas of Productive Sectors and Inclusive Development, Gender and Human Development, and Governance, Accountability and Citizen Engagement / Participation (GAP). In addition, there are two cross cutting themes of Environment and Climate Change, and Technology and Innovation currently buttressing the implementation of strategic plan.

In its role of capacity building, REPOA uses different modalities, including training of young researchers in on writing skills, research methodologies, and providing mentorship by linking supporting young researcher with senior researchers to undertake research on selected themes and inviting senior researchers to work with junior researchers. In teaming up young researchers and senior researchers, placing interns at REPOA head office or at its Dodoma Branch has been one of the approaches. Within this context, REPOA is inviting potential young researchers to apply for the intern position.

### **Job Summary**

The Intern is expected to support policy research, training, and administrative duties as part of a multidisciplinary team of staff implementing REPOA's current strategic plan.

### **Summary of duties and responsibilities**

- a) Provide technical inputs and support to researchers.
- b) Assist researchers in the development of concept notes as well as research and training proposals for various research projects related to the strategic plan.
- c) Support the development of research instruments including translation, proof-reading, and the development of data entry protocols.
- d) Assist in the training of fieldwork enumerators on data collection methodologies.
- e) Support Monitoring and Evaluation of field operations.
- f) Support analysis of data and writing of research reports and policy briefs relevant to the targeted audience.
- g) Ensure effective logistics before and during implementation of trainings and dissemination events including but not limited to:
  - liaison with participants and third-party service vendors,
  - administrative preparation of training and dissemination materials under the guidance of researchers,

- supporting researchers and trainers with formatting and branding of materials, and
  - ensuring the smooth running of trainings and dissemination events.
- h) Provide clerical support including but not limited to:
- Receiving and directing visitors, letters, invitations, and other organisational communication addressed to and from the office.
  - Mailing and forwarding of letters, emails, and other formal communication.
  - Managing the library at the Dodoma sub office.
- i) Assist with any other tasks required to support the implementation of REPOA's strategic plan.

### **Qualifications**

The candidate for this intern position preferably will be a recent good Masters graduate in any of the Social Sciences discipline (economics, development studies, sociology, etc). Some experience in research and data analysis will be an added advantage.

**Duty Station:** Dodoma but with high likelihood of regional travel.

### **Remuneration**

Attractive remuneration package will be offered to the successful candidate consistent with REPOA's scheme of service.

### **Duration**

This position is initially for six months, subject to renewable upon satisfaction by both parties.

### **Mode of Application**

Interested and qualified applicants are invited to apply and should send their typed application letter clearly marked "**Application for Research Internship**" and detailed CV including three referees to the addressee below by **20<sup>th</sup> February 2024**.

Only selected applicants who meet the above requirements will be considered for an interview. Those who do not hear from REPOA two weeks after the expiry date should consider themselves unsuccessful.

**REPOA is an equal opportunity employer. Women are encouraged to apply.**

**The Executive Director, REPOA**

157 Migombani/REPOA Streets, Regent Estate P.O. Box 33223, Dar es Salaam

Phone: (22) 2700083 / 0784 555 655 Fax: (22) 2775738

Email: [repa@repa.or.tz](mailto:repa@repa.or.tz)

[www.repa.or.tz](http://www.repa.or.tz)

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