



VANUATU WOMEN'S CENTRE (VWC)

P O Box 1358, Rue d'Anjou, Nambatu, Port Vila, Vanuatu

Ph: (678) 25764 / 24000 / 161 (Freeline). Facebook: Vanuatu Women's Centre

Our Ref:- job description/Research Officer2

Your Ref:-

GENERAL DUTIES for all staff – also applies to all Branch staff:

- Participate in VWC/Branch Staff Collective Meetings and VWC Annual Staff Retreats.
- Participate in VWC/Branch activities such as Special Events campaigns eg... 16 Days of Activism;
- Participate in all training deemed necessary by VWC/Branch.
- Respect Confidentiality at all times,
- May be required to represent VWC in meetings nationally and internationally.
- Take responsibility for own learning by recording what has been learned and how it has been applied.
- May be required to travel to island for short period.
- Responsible to care for the VWC property, equipment and furniture.
- Respect internal policies including Child Protection policy.

RESEARCH OFFICER (2)

The Research Officer will be supervised by the Program Manager and is accountable to the Program Manager and Coordinator. The key responsibility is to ensure that VWC's prevalence study is undertaken in a professional and timely manner, working closely with other members of the prevalence study research team, including the prevalence study consultant.

The Research Officer (2) will work closely with Research Officer (1) on other research tasks as needed, and with all other members of the monitoring and evaluation (M&E) and reporting team to ensure that all research and documentation project deadlines are met, and that periodic M&E data is collected, collated and reported on time. The Research Officer (2) will also work in close consultation and collaboration with the Coordinator, Program Manager, Community Educator, Communications Officer, Counsellor Supervisor and the management team as needed.

- The Research Officer (2) will take guidance and direction from the Program Manager and the Coordinator regarding which research, documentation and M&E project should receive priority at any given time, taking into account the primary workload and responsibility for VWC's second prevalence study.

Key duties include the following:

- Working with the VWC research team and survey consultant, develop and progressively update a workplan for each stage of the research project, ensuring that responsibilities and deadlines are clear and understood by all concerned
- As guided/overseen by the Program Manager and Coordinator, liaise with VNSO on key areas of collaboration
- Assist the Coordinator and Program Manager with the establishment and administration requirements for the consultative/advisory committee for the study
- Support the VWC research team and consultant with adaptation the WHO survey questionnaire, and ensure that all modifications are safely stored and on file
- Ensure all process reports and other documentation on the prevalence study are safely stored and easily accessible in well-organised electronic files, and regularly backed up
- Work with the VWC research team to administer/organise translations of the survey tool into English, Bislama and French, including back-translations as required
- Work with the VWC research team to administer/organise translations of the survey manuals and training materials into Bislama as required
- In close collaboration with the Coordinator, VNSO and the consultant, ensure that all administrative, logistical, supplies and other requirements including venues, communications with community leaders in pilot areas and final fieldwork locations regarding permission are in place for the following:

- training of the household listers, and implementation of the household listing process,
- training of the fieldwork team, implementation of the pilot, and implementation of the fieldwork survey in each province, and
- training of the data processing team and oversight of the data processing
- Assist with overseeing and supervising the fieldwork, organising debriefings, and data entry and checking as needed, in close collaboration with VNSO, the consultant and other members of the VWC research team as appropriate
- In close collaboration with the consultant and any contracted statisticians, support the preparation of data tables and graphs as needed
- In close collaboration with the VWC Program Manager, Coordinator and survey consultant, organise the data analysis workshop and record/document proceedings as required
- Assist in production of information brochures based on research findings, working closely with the Communications Officer.
- Provide training for VWC staff, Branches and CAVAWs (including during Counsellor Training and provincial CAVAW trainings) and community groups as needed on the key findings of the prevalence survey, including on comparisons with the first prevalence survey conducted in 2009.
- Prepare briefings on the key findings of the [prevalence research for the Coordinator and Program Manager and other staff to present to and workshop with key stakeholders

The Research Officer (2) will also work closely with Research Officer (1) on the following tasks, according to the workplan and work flow of the second prevalence study:

- Assist with the preparation of monitoring and evaluation data/information for progress reports and annual plans as needed, when requested the Program Manager and/or Coordinator.
- Assist with the implementation of other research projects as needed and requested by the VWC Coordinator and/or Program Manager.
- Identify research needs relevant to VWC's work, including identifying potential small research projects for VWC that will contribute to M&E and learning about strategies for EAW.
- Access, collate & analyse data on violence against women and children.
- Assist in production of information brochures based on other research findings.
- Assist the Community Educator to prepare information kits on various issues for students and the general public, if requested to do so by the Program Manager or Coordinator.
- Provide training for VWC Branches and CAVAWs (including during Counsellor Training and provincial CAVAW trainings) and community groups as needed.

GENERAL DUTIES for all staff – also applies to all Branch staff:

- Participate in VWC/Branch Staff Collective Meetings and VWC Annual Staff Retreats.
- Participate in VWC/Branch activities such as Special Events campaigns, such as 16 Days of Activism; Children's Day, VWC Day, National Women's Day, International Women's Day, and Peace Day.
- Participate in all training deemed necessary by VWC.
- Respect confidentiality at all times (clients, financial matters, and internal VWC matters).
- May be required to either attend or represent VWC at meetings nationally and internationally (depending on the responsibilities associated with the position).
- Take responsibility for own learning by recording what has been learned and how it has been applied.
- May be required to travel to islands for short periods.
- Responsible to care for VWC property, equipment and furniture.
- Respect and implement internal policies including Child Protection policy and Prevention of Sexual Exploitation and Abuse policy and Codes of Conduct.

Qualifications and Skills for Research Officer (2):

- Very high level of organisational and administrative skills, including the ability to set and meet deadlines, and assertively follow up on outstanding tasks (essential)
- Demonstrated willingness to seek guidance and report on project progress, barriers and milestones (essential)

- Ability to work as a positive team member, with high levels of reliability and initiative (essential)
- Good verbal and written skills in Bislama and English (essential)
- Willingness to learn about violence against women and children and human rights and to apply these principles and VWC's values, including respect for client and organisational confidentiality (essential)
- Previous experience or training on research methods (essential), including organisation of surveys (desirable)

Forward Application to “The Selection Committee”, Vanuatu Women’s Centre, PO Box 1358; or email ywcadverts@gmail.com . Port Vila, before 4:30PM Friday, 28th February 2023.