



RESEARCH AND ANALYSIS UNIT

POSITION: Senior Research Analyst

SALARY SCALE: TBD

REPORTS TO: Director, Research and Analysis

DIRECT REPORTS: Business and Data Analyst

JOB PURPOSE: To assist the Director of Research and Analysis in the research and analysis function to provide data on the telecommunications and ICT Sectors, ensuring that the data and information is robust and reliable.

DUTIES AND RESPONSIBILITIES:

- Researches regional and international market developments in the Telecom and ICT space, reviewing and advising on policies, general digitization trends, spectrum allocation, emerging technologies, competitive intelligence, market development, and future growth.
- Investigates and advises on general digital trends including appropriate digital regulations, policies, technology, and key industry trends and select appropriate topics for syndicated market research studies.
- Collects and analyses multiple data sets, using statistical tools and techniques to enable the delivery of high quality and consistent reports and presentations which have impact and create change.
- Design appropriate research processes and measurements tools to prepare comprehensive reports and summaries.
- Undertakes statistical analysis of the datasets to develop robust and reliable information for policy development and to guide the activities of the CTU
- Carries out competition evaluation and design forward looking competitive strategies and prepares reports based on the research findings.
- Uses knowledge of research and evaluation methodologies to design and develop new and existing research and analysis tools.
- Participates in reviewing and authorizing the release of research and evaluation reports to member countries of the CTU.



- Keeps up-to-date with research literature relevant to projects and relevant new developments in research methodology
- Deputises for the Director, Research and Analysis if required, including attendance at internal and external meetings
- Develops strong and effective working relationships with internal and external partners
- Supports the Director of Research and Analysis to identify opportunities and mitigate risks
- Ensures that any data collected, analysed and or shared whilst performing these duties is handled in line with data protection and data storage and collection policies and protocol of the CTU
- Performance management of direct reports
- Any other related duties

QUALIFICATIONS:

- (a) A postgraduate qualification in Statistics, Business Analytics, Data Science, or a related discipline and not less than five years' experience conducting research (quantitative and qualitative) and analysis; or
- (b) A degree in a Social Science discipline and not less than seven years' experience conducting research (quantitative and qualitative) and analysis

KNOWLEDGE REQUIREMENTS:

- Proficient in Microsoft Office packages including Excel, PowerPoint, Word and Outlook.
- Proficient in the use of research analysis software packages such as SPSS.
- Strong quantitative, research, and data analytic skills.
- Knowledge of statistical software.

KEY SKILLS AND ABILITIES:

- Excellent business/analytic writing and presentation skills
- Ability to perform highly technical research and analytical functions
- Research, Writing, Identification of client needs.
- Strong report writing skills.
- Ability to work independently and as part of a team.