

Job Title:	Research Analyst		
Department:	Research	Contract:	Full time
Reports to:	Senior Research Manager	Duration:	1 year renewable
Location:	Washington DC, London, or based remotely elsewhere (with a preference for Latin America and the Caribbean, Africa, Asia).		
Job Role			
Role Overview:	<p>Support all research related activities and outputs contributing to the policy and advocacy work of the Alliance for Affordable Internet (A4AI) and the Web Foundation. This includes leveraging internal and external data including data analysis and visualization to support all research and other projects in the Foundation.</p> <p>Work as part of a multidisciplinary, multicultural, decentralized team, and contribute to activities across the Web Foundation and its goal to make the open web better for everyone everywhere.</p>		
Time allocation per project			
Summary:	<ul style="list-style-type: none"><li>• Research Coordination: 20%</li><li>• Affordability and access research: 50%</li><li>• Other research and advocacy activities for the Web Foundation: 25%</li><li>• General Web Foundation: 5%</li></ul>		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities	% time on task	
Research and partnership coordination	<ul style="list-style-type: none"><li>• Coordinating research projects – both on your own and close collaboration with the team; and</li><li>• Coordinating data collection among project partners on affordability and connectivity metrics.</li></ul> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"><li>• Providing support for research of internet affordability and access such the Affordability Report and Mobile Broadband Pricing through liaison with regional and local research partners;</li><li>• Identifying and maintaining contacts with external research partners working on broadband affordability, issues related to the Contract for the Web, gender equality, and data rights, among other relevant areas.</li></ul>	20%	

<b>Research, analysis - Affordability and Access</b>	<p>Support the work of the Alliance for Affordable Internet to promote policy change by:</p> <ul style="list-style-type: none"> <li>• Conducting quantitative research on selected issues;</li> <li>• Exploring and analysing key research and data outputs;</li> <li>• Collecting and analyzing data;</li> <li>• Staying abreast of trends and research in broadband affordability, other relevant indicators in the telecoms sector, and digital development in general;</li> <li>• Contributing to build data-driven evidence that strongly supports our messages and advocacy priorities.</li> <li>• Provide research inputs to the drafting blogs, briefs or multimedia outputs for diverse audiences at the international and national levels; and</li> <li>• Contributing to targeted briefing papers or notes summarising the research findings relevant to key policy debates.</li> </ul>	<b>50%</b>
<b>Research, analysis - Other Web Foundation programs</b>	<p>Support the work of all other Web Foundation programs to promote policy change by:</p> <ul style="list-style-type: none"> <li>• Conducting statistical analysis of large and small data sets to understand trends, insights, and to support the WF's policy advocacy goals.</li> <li>• Identify metrics and indicators to be used in reports and dashboards</li> <li>• Build outputs and dashboards using existing business management tools or other software that are easily understood for targeted external audiences .</li> <li>• Help design and maintain internal data dashboards using existing business management tools or other software to support work across the entire team.</li> </ul>	<b>25%</b>
<b>WF Support &amp; Representation</b>	<ul style="list-style-type: none"> <li>• Participate actively in WF wide team meetings (including face to face annual meetings).</li> <li>• Provide a courteous, professional and knowledgeable point of contact within the Web Foundation.</li> <li>• Be familiar with key decisions, strategies and policies of A4AI and WF in order to understand our programs, positions and priorities and give appropriate advice and information to external</li> </ul>	<b>5%</b>

	contacts as required.	
<b>Education &amp; Certifications</b>	Bachelor's Degree in a quantitative field such as statistics, economics, information science, or similar. And a minimum of 1 to 2 years of experience working in a data analyst/business intelligence role.	
<b>Essential Knowledge and Experience</b>	<p>General research skills:</p> <ul style="list-style-type: none"> <li>● Experience using quantitative research methods;</li> <li>● Experience developing data visualizations to communicate key insights.</li> <li>● Proficiency in business intelligence tools (e.g., Tableau), and statistical software such as R, or STATA/SPSS</li> <li>● Publications of policy relevant research for diverse audiences;</li> <li>● Ability to use Web-based tools for creating, sharing, and collaborating on work; and</li> <li>● Experience in coordinating research projects</li> <li>● Generally curious and desire to visually explore different types of data</li> </ul> <p>Communication and team skills:</p> <ul style="list-style-type: none"> <li>● Commitment to work that is visually appealing, compelling and tells a clear contextual story.</li> <li>● Strong communication skills and ability to build narrative around data and reveal its value to other team members and partners.</li> <li>● Ability to work as part of a distributed team and to work independently in a startup environment, meeting tight deadlines and multiple priorities with minimal supervision;</li> <li>● Sensitive to different cultural and social contexts, able to collaborate successfully with people from many different cultures and countries;</li> <li>● Professional English language proficiency; and</li> <li>● Excellent writing and analysis skills.</li> </ul>	
<b>Desirable Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Experience working with civil society organizations.</li> <li>● Specific experience in telecommunications policy/regulation in developing countries;</li> <li>● Knowledge of, and background in international development;</li> <li>● Knowledge of, and background in data protection, privacy, and other digital rights issues;</li> <li>● Knowledge of, and background in gender studies or feminist research;</li> <li>● Work experience in South America, Africa, or Asia.</li> <li>● Familiarity with blogging and social media;</li> <li>● Good project management skills</li> <li>● Ability to apply monitoring and evaluation techniques;</li> <li>● Fluency in one major world language in addition to English, preferably French; and</li> <li>● Public communication and speaking skills, comfortable speaking in front of large audiences.</li> </ul>	