

JOB ADVERTISEMENT – RESEARCH ASSISTANT



Job Title	Research Assistants (3 Positions)	Probation Period	N/A
Location	Nairobi Support Office	No. of Direct Reports	N/A
Reporting to	Evidence to Action Officer	Budget Responsibilities (Y/N)	N/A

MSI Reproductive choices is an NGO registered in Kenya as a local implementing partner of MSI Reproductive Choices, a UK charity. We deliver quality sexual and reproductive healthcare, family planning and other women's health services to millions of the world's poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

We seek to recruit Research Assistants who will primarily be responsible for conducting face-to-face and telephone interviews at selected Marie Stopes Clinics in Nairobi.

It is the responsibility of this role is to further our goal of **MAKING CHOICE POSSIBLE** for every Kenyan.

The post holder commits to and is held accountable to MSI Reproductive Choices core values:

Mission Driven	Client Centered	Accountability	Courageous	Resilience	Inclusive
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Key Responsibilities

- Participate in training sessions for study procedures, testing and review of data collection tools.
- Identify, recruit, and screen eligible clients to participate in the study and flawlessly maintain their confidentiality.
- Administer and document informed consent process; securely store all informed consent documents per study procedures.
- Develop an in-depth understanding of study design and goals and ensure that the study is conducted in compliance with study protocols and other regulatory requirements.
- Work closely with the study coordinators to prepare daily and weekly interview schedules
- Conduct quantitative interviews with study participants
- Provide regular progress updates to the study coordinators
- Ensure the smooth and efficient day-to-day operation of research and data collection activities
- Respond to questions about the study posed by participants and any other relevant persons
- Other duties as assigned by the Study Coordinator

Qualifications

- Minimum Certificate/Diploma qualification in Communications, Psychology, Public Health, Community Health, Epidemiology or a related discipline.
- Minimum 2 years post training working experience
- Having experience of working in a call centre particularly in the healthcare sector will be an added advantage

Knowledge and abilities

- Minimum 1 year experience in call centre (Preferably in a healthcare sector)
- Demonstrated experience in conducting surveys and in-depth interviews, familiarity with ODK or KOBO collect is required.

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- Possess advanced computer skills and experience in MS Office
- Demonstrated high attention to detail and ability to follow through sensitive conversations to completion.
- Punctual and reliable
- Good organisation and prioritisation skills
- Ability to work with less supervision and initiative.
- High regard for confidentiality and demonstrate integrity.

Behaviours and Values:

Successful performance at MSK is not simply defined in terms of ‘what’ people achieve but equally is about ‘how’ people go about their jobs and the impact that they have on others.

Work as One MSI	<p>You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others.</p> <p>You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.</p> <p>You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.</p>
Show courage, authenticity and integrity	<p>You hold yourself accountable for the decisions you make and the behavior you demonstrate.</p> <p>You are courageous in challenging others and taking appropriate managed risks.</p>
Develop and grow	<p>You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.</p> <p>You manage your career development, including keeping your knowledge and skills up to date.</p>
Deliver excellence, always	<p>You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.</p> <p>You build and maintain effective long-term working relationships with all stakeholders and are a true MSI ambassador.</p>
Leadership	<p>You inspire individuals and teams, through situational leadership, providing clear direction.</p> <p>You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.</p> <p>You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.</p> <p>You articulate a vision of the future which inspires and excites others.</p>

How To Apply

Suitable and qualified external and internal candidates should apply via:

<https://hcm.maristopes.or.ke/hcm/recruitment.jsp?view=1:0> by or before **8th May 2026**. **Do not attach** certificates and testimonials.

MSI Reproductive Choices Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI’s Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults.