

JOB TITLE: Research Officer

REPORTS TO: Market Development Manager

PURPOSE OF THE JOB

The Research Officer at the Uganda Insurers Association will be responsible for leading research projects and initiatives that provide insights and recommendations to support the business objectives of the Association.

PRINCIPAL DUTIES

1. Applying a range of research techniques to gather relevant information, including document analysis, surveys, case studies and interviews;
2. Undertaking thorough and comprehensive literature reviews and adopting best practices in conducting insurance related research;
3. Participating in the development of electronic databases to gather and analyze data.
4. Collating and analyzing data using statistical and analytical models to find patterns that may reveal opportunities to improve the insurance sector and inform policy making.
5. Compiling information drawn from data to help decision makers, prepare research reports and presentations, to provide insights on what the data reveals to facilitate decision-making.
6. Designing methods and strategies to capture, store and manage data;
7. Collecting and analyzing data on demographics, customer preferences, market needs and consumer business habits in the insurance sector;
8. Examining data and running simulations to identify patterns that may reveal future trends in the insurance market and sector;
9. Curating and logging all research reports, internal and external, to ensure a high-level view of significant findings and trends;
10. Designing and implementing research studies to gather data on the financial services sector industry trends, customer needs, and activities of key stakeholders
11. Reporting research findings to management and making recommendations for business strategy and decision-making.
12. Collaborating with other departments to ensure research aligns with the overall mandate of the Association.
13. Staying up to date with industry developments and emerging trends through ongoing education and networking
14. Review of research report and findings from previous research and surveys at the Association
15. Support the organization's research and research projects.

16. Engage in the development of research designs, methodology and data collection tools.
17. Identify research respondents and carry out interviews, focus group discussions and administration of different research tools.
18. Prepare analysis of research findings and write research reports.
19. Any other duties as may be assigned from time to time.

REQUIREMENTS

1. SKILLS

The Research Officer should have strong analytical and problem-solving skills, as well as excellent communication and leadership abilities. A background in market research, statistics, or a related field is preferred.

- Excellent interpersonal and analytical skills.
- Good command of MS Word, Excel and knowledge of SPSS and qualitative data analysis software.

2. EXPERIENCE

- Three (3) years of work experience in research, evaluation and policy.
- Experience in the insurance industry or a member-based organization will be an added advantage.

3. EDUCATION

- Applicants should be holding an Honors Bachelor's Degree in Social Sciences; or Social Work and Social Administration (SWASA); or Public Policy; or Law; or Economics; or Quantitative Economics; or Statistics; or Development Studies from a recognized University /Institution.
- Relevant professional qualification and membership.

HOW TO APPLY

1. Interested candidates who meet the minimum requirements for the above position should submit soft copies of the following;
 - Application letter.
 - A detailed and an up-to-date Curriculum Vitae.
 - Certified copies of academic transcripts, certificates and professional qualifications.
 - Names and addresses of three referees.
2. Submissions should be sent in soft copies to; jonan.kisakye@uia.co.ug or hand delivered to;

The Chief Executive Officer
Uganda Insurers Association (UIA)
Insurer's House
24A Acacia Avenue, Kololo
P. O. Box 8912

Kampala

3. Deadline for submission is Monday 20th March 2023 at 5pm. Only shortlisted candidates will be contacted.