



JOB DESCRIPTION

Job Summary:

The Research Analyst will be assisting the work of the Project Management Division under the supervision of the Project Management Director. The Research Analyst is responsible for assisting in planning, implementing, and monitoring of all BCC projects in order to ensure that individual and company objectives are met.

- Assist in preparing workplans and timelines for project implementation
- Coordinate with all divisions in developing project schedules and timelines
- Organize and monitor schedules and see that deadlines are met
- Manage all administrative tasks required for planning and implementation of projects
- Draft concept papers, project proposals and operational framework for projects
- Develop impact assessment and feasibility study surveys
- Prepare Annual reports and quarterly reports based on the information provided by all divisions
- Prepare project related Terms of References
- Coordinate and communicate with donor funded agencies, other implementing partners and external consultants.
- Update project register and maintain proper record of all project progress reports
- Keeping track of and reporting on project progress.
- Monitor project budget and help ensure resources are used efficiently
- Assist in preparing project impact assessment and feasibility surveys
- Maintain up-to-date files and records of project documentation
- Assist Project Director with the successful completion of assigned projects, from initiation to completion, including receipt of payment if necessary.
- Perform any other tasks assigned by the supervisor.

Additional Responsibilities:

- Perform other duties as assigned which are in the best interest of the Company