

# PEOPLE & CULTURE ANNOUNCEMENT



## EXTERNAL ADVERT

**Job Title:** Research Assistant  
**Department:** School of Tourism and Hospitality (STH)  
**Reporting to:** Dean, STH

### Basic job summary:

The Job holder will offer critical support in delivering research outputs and assisting with grant writing, under the guidance of the Dean of STH. This role requires strong research capabilities, organizational skills, attention to detail, and the ability to balance research tasks with administrative duties.

### Duties & Responsibilities:

1. Provide assistance to Researchers in the Centre for Biodiversity Information Development (BID-C) at the school in preparation of research proposals and implementation of research projects.
2. Assist in collecting various forms of data pertaining to the research project or projects within the school.
3. Assist in keeping records of information obtained during research. This may include development and maintenance of a database of information, hard files, etc.
4. Assist in conducting literature review in relation to research projects undertaken in the School.
5. Participate in conducting of technical research required by the School.
6. Provide assistance in data analysis and preparation research reports.
7. Assist in coordinating the research events such as the conferences within Faculty

### Minimum Academic Qualifications:

- Have a Master's degree qualification and Bachelor's degree qualification in relevant fields from an accredited and recognized university
- Relevant professional qualification dependent on area of expertise where applicable

### Experience:

- Minimum of **two years** of relevant work experience
- Proven experience in biodiversity conservation research with proficiency in **R programming**.
- Strong competency in **Geographic Information Systems (GIS)**
- Skilled in **data analysis and results visualization**, with the ability to design cutting-edge presentations using current presentation design tools/software.

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## Competencies and Attributes

- Punctuality in accomplishing assigned tasks
- Sense of initiative in accomplishing tasks
- Sense of responsibility
- Good relationship with departmental workers and clients
- Possess analytical skills and creativity
- Team worker

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting “**Research Assistant**” on the subject line to [recruitment@strathmore.edu](mailto:recruitment@strathmore.edu) by **1<sup>st</sup> September 2025**.

Due to the large number of applications, we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.