



JOB DESCRIPTION
FREELANCE RESEARCHERS AND SURVEY INTERVIEWERS
LANKA SOCIAL VENTURES LTD

JOB TITLE: Freelance Researchers and Survey Interviewers
LOCATION: Home-based
SALARY: Fixed hourly rate
<p>ABOUT LANKA SOCIAL VENTURES LTD (LSV):</p> <p>Lanka Social Ventures Ltd. is a small, dynamic organisation that delivers support services to aspiring and existing social entrepreneurs and enterprises, community groups and SMEs with social mission.</p> <p>Our primary objectives are to:</p> <ul style="list-style-type: none"> • Promote and support social enterprises through development and delivery of support interventions, including social business incubation, training, business support, investment, trade, and all kinds of activities related to the economic enhancement of social enterprises. • Raising awareness at policy, institutional, and community level and raise the profile of social enterprises in the sector. • Engage with public private and non-state sector institutions, forums, networks, and alliances, investors to ensure social enterprises are at the heart of the business and policy agendas. • Influence and facilitate to create a favourable environment for social enterprises to develop and thrive. • Develop national and international partnerships and support networks among social enterprises to find market based solutions through innovative ways maximizing human and environmental well-being.
<p>JOB PURPOSE:</p> <p>Freelance Researcher is expected to work on a variety of research projects requiring desk research, secondary and primary data collection and analysis and report writing.</p>
<p>QUALIFICATIONS, SKILLS AND COMPETENCE:</p> <ul style="list-style-type: none"> • Possess bachelor's or higher degrees, and experience in conducting social science and/or business related research. • Knowledge and skills in conducting desk research, literature reviews, extraction and analysis of secondary data / statistics. • Have field experience in administering questionnaire surveys, interviews and data entering. • Have skills in conducting focus group discussions and interviewing elites, senior public officials, heads and senior managers in private sector

organisations, I/NGOs and SMEs/Social enterprises.

- Excellent communication skills to include active listening and personal presentation skills.
- Bi-lingual or Tri-lingual skills are highly desirable (Sinhala and English / Tamil and English or all three languages).
- Above average IT and Internet skills, especially searching web and extraction of information relevant to research.
- Excellent analytical skills and report writing skills.
- Good understanding of social and cultural issues and ability to work with diverse groups.
- Effective time management and flexibility.
- Risk management – personal and business related.
- Relationship building and networking.
- Diplomacy, show empathy and be sympathetic to the research subjects.
- Maintaining records and preparing written reports.

OTHER:

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate the achievements of the key responsibilities in accordance with the Performance Review process.

Date of issue: 01 March 2018