

# KAPITA

## Research Manager

KAPITA is a private sector development company that aims to empower small and medium-sized enterprises (SMEs) through investment, research, incubation/acceleration, and market development programs.

In order to upgrade the Iraqi ecosystem, KAPITA is working on new startups development, helping established Iraqi startups small businesses to scale their (market, production, and evaluation), as well as personal development for entrepreneurs. KAPITA is taking the next logical step, by starting the first incubator and accelerator in Baghdad that hosts the most promising startups, providing them with seed funds, infrastructure and business services, financing and public relations. We will support the community by enhancing the entrepreneurial movement, building youth capacity, and feeding the private sector with human resources and knowledge-based, well-planned successful businesses.

We aim to be the institute that forms the core engine in developing the private sector in Iraq, we believe that to accelerate the growth of ecosystems and Entrepreneurs, there must be a core engine that grows fast in order to cause an overall growth and development to take Iraqi startups and small businesses to the next level.

## Duration

The contract duration is **8 months with 70% FTE** *“full time employment”*. The duration of the contract is *extendable*.

## Professional competencies:

- Proven experience as program coordinator or relevant position
- Knowledge of program management and development procedures
- Knowledge of budgeting, bookkeeping and reporting
- Proficient in MS Office
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- BSc/BA in business administration or relevant field

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## Role and responsibilities:

- take the lead in managing and delivering research projects, from scoping through to methodology and report writing, including managing and developing client relationships
- take the lead on the day to day management of a range of customer accounts and be the first point of contact for these accounts - ensuring that customer expectations are managed and fulfilled
- Deliver a wide range of social research techniques including fieldwork such as telephone and in-person interviews, literature reviews, focus groups and data analysis;
- Work with senior staff and directors to win new work from new and existing clients and proactively identify new business opportunities both in terms of research services and policy markets;
- Plan and manage resources effectively, including financial budgets;
- Manage junior research staff and subcontractors (including market research fieldwork agencies) as necessary to achieve project objectives, seeking best value at all times;
- Produce insightful research reports with sophisticated advice to support your clients in their decision-making;
  
- Contribute to the development and profile of our research expertise with customers and key influencers;
- Ensure that the company is up to date with developments in specified policy areas and research markets

## Submission

Please send your CV and any other supporting documents to [applications@kapita.iq](mailto:applications@kapita.iq) with the subject line "Research Manager Application"

**Submission Deadline:** 26th September, 2021 6:00 pm Baghdad time

*Please Note that we can only respond to successful applicants that pass into the second stage of evaluation.*

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**NOTICE:** Due to the urgency of the position, Kapita reserves the right of starting the interviews with selected candidates and fill the vacancy before the closing date.

Only shortlisted candidates will be contacted.

Female Candidates are encouraged to apply for this position. Kapita is an equal opportunity employer and we actively seek out diverse backgrounds, perspectives, and skills.