

Research Assistant

Research, Projects & Operations

Nairobi, Kenya · Hybrid · Three-month renewable contract

Apply by Friday 23 October 2026, 11:59 pm EAT

About the role

Brookfox Technologies is a Nairobi-based multidisciplinary consultancy working in socioeconomic research, monitoring and evaluation, feasibility studies and project management for development partners, government, NGOs and the private sector. We are recruiting a Research Assistant to support research, proposal development, project coordination, fieldwork and finance administration across our portfolio.

SALARY

**State expected
monthly pay in KES**

START DATE

1 November 2026

CONTRACT

**3 months, renewable
on performance**

WORK MODEL

**Hybrid, 3+ office days
a week**

What you will do

- Literature reviews, research tools and quantitative and qualitative analysis
- Support baseline, endline and evaluation studies
- Track tenders and draft technical and financial proposal sections
- Coordinate work plans, deliverables and progress reporting
- Plan fieldwork, train enumerators and check data quality
- Draft reports, presentations and data visualisations
- Prepare draft invoices, expense records and reconciliations
- Programme digital surveys and apply AI, machine learning and GIS tools to analysis

What you bring

ESSENTIAL

- Bachelor's degree in economics, statistics, development studies, social sciences, gender, project management, business, public policy or a related field
- 3–5 years in research, M&E, consulting or project coordination
- SPSS, Stata, R or Python, plus advanced Excel
- Excellent written English and attention to detail

ADDED ADVANTAGE

- Master's degree (MSc, MA, MBA) or equivalent
- AI and machine learning skills (e.g. Python, scikit-learn, text analytics, predictive models)
- GIS and spatial analysis (QGIS, ArcGIS)
- Proposal writing, NVivo or Power BI experience

How to apply

Apply online only at form.jotform.com/262881172460054

1. Complete the form, stating your expected gross monthly salary in KES
2. Upload your CV, cover letter and writing sample (PDF only, max. 5 pages)
3. Give two referees, confirm availability and consent to data processing

Applications by email will not be considered.



Scan to apply

Only shortlisted candidates will be contacted. Brookfox is an equal opportunity employer; women and persons with disabilities are encouraged to apply. No fees are charged. Personal data is handled under the Kenya Data Protection Act, 2019.