



Job Posting
Competition #: OTT10-1

Posted: January 2010

Closing Date: open until filled

Position: Research Manager

Location Hiring: Ottawa, ON

Do you have experience completing program evaluation studies? Are you able to manage and mentor staff in the areas of statistical analysis, focus group moderation, survey design, evaluation matrix development, etc.? Are you able to oversee multiple projects simultaneously? If yes to all of these, then we have an exciting career opportunity for you!

With offices in Victoria, BC, Edmonton, AB, Ottawa, ON, and Toronto, ON, R.A. Malatest & Associates Ltd. is one of Canada's largest independently owned and operated research and evaluation firms. With a staff of over 90 professionals, administrative and telephone survey staff, our company offers a variety of roles and responsibilities. Our firm specializes in program evaluation, performance measurement and needs assessments for public sector clients.

We currently have an opening for the most senior role in our firm – Research Manager (Ottawa office). A research manager not only manages and mentors junior research staff, but also actively conducts research to keep your skills and techniques current. This role is ideal for a dynamic, creative and research-focused individual.

Working at Malatest & Associates Ltd. affords staff an opportunity to complete meaningful economic and social program and policy research, at the local, provincial and pan-Canadian level. It would appeal to an individual who is willing to manage multiple tasks in tight timelines, has a focus on doing quality work and who can participate in both small and large project teams within our Ottawa office as well as involving staff in our other offices located across Canada. Our current projects involve research/evaluation in the areas of health, immigration, employment training, education and justice.

Key responsibilities include:

- Mentoring and overseeing workloads of various research staff
 - Managing multiple diverse research projects (qualitative and quantitative)
 - Client management and liaison
 - Proposal preparation / business development
 - Research methodology / instrument design
 - Statistical analysis and reporting writing
 - Maintaining strong communication linkages between staff located in all offices
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Qualifications:

- Graduate degree in the social sciences or related discipline
 - Minimum five years' experience working in a social research environment
 - Firm grasp of both quantitative and qualitative research approaches
 - Previous experience managing staff working in a private sector research environment
 - Strong technical skills (e.g., SPSS, Access, Excel, Word, CATI, etc.)
 - Proven written and oral communication skills (i.e., preparation of reports, proposals, visual presentations, client meetings, etc.)
 - Must work well in a diverse team environment
 - Ability to communicate in English and French an asset, but not required
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Travel will be required across North America (as such a valid drivers license and credit card are required), as well as the ability to work extra hours to meet deadlines. Completion of security clearance through PWGSC required (Secret security application to be completed within 12 months of commencement of employment).

Why work with us?

R.A. Malatest & Associates Ltd. offers competitive private sector wages, with senior roles rewarded bonuses based on the success of the firm. Our project base includes numerous topics, enabling one to work in a multitude of subject areas. Our firm is ideal for someone established in the area of social research with a reputation for creativity, possesses a strong attention to detail and strives to excel in the workplace.

Submit your CV:

Please submit your resume, list of references and a cover letter detailing your reason(s) for applying to Tara Judge, Manager – Corporate Operations, through one of the modes detailed below. Please quote the competition number on your cover letter.

E-Mail (MS Word or pdf format): resumes@malatest.com

Fax: 1-888-384-2774

Mail:

R.A. Malatest & Associates Ltd.
858 Pandora Avenue
Victoria BC V8W 1P4

Those with lesser qualifications may be considered for a senior research analyst position.

While we thank all interested applicants, only those short-listed will be contacted.

R.A. Malatest & Associates Ltd. is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of physical or mental disability, race, colour, religion, sexual orientation, gender or creed in regard to any position for which the employee or applicant for employment is qualified.
