



## VACANCY

### RESEARCH AND STRATEGY OFFICER

Applications are invited from interested and suitably qualified candidates for the position of Research and Strategy Officer, which is on a permanent basis. The position reports to the Senior Manager Strategy and Organisational Performance.

#### Job Purpose

Conducts research and synthesises information in a clear, meaningful manner through the generation of reports which can be used in the organisations' programmes in the targeted niche market MSMEs.

#### Key Responsibilities

- Conducts feasibility studies and market surveys in niche markets research to generate reports that can be utilised in MSMEs and for the development of programmes delivered by the organisation.
- Develops a focused research strategy and ensures successful implementation to provide quality data for the development of MSMEs.
- Utilises qualitative and quantitative research methodologies to ensure the delivery of quality, reliable and scientifically sound data, and reports for the development of MSME programmes.
- Oversees and directs the research work of the Research Assistants and ensures the use of appropriate tools to obtain data.
- Analyses data from various spheres and compiles data into comprehensive reports that can be utilised by MSMEs.
- Ensures that mechanisms are in place that ensures ongoing communication with other researchers and appropriate reporting of results as well as an appropriate dialogue with policy makers.
- Works closely with researchers and consultants who may be appointed to carry out research on behalf of the enterprise to ensure that the information generated will meet the needs of the organisation.
- Initiates and develops networks with local, regional and international research organisations in areas related to MSMEs.
- Utilises established networks with research institutions on research projects and works closely with research coordinators to ensure research done in priority areas meets the quality standards of the organization.
- Analyses reports generated by researchers and consultants and gives input for policy reviews and niche market programmes
- Liaises with statisticians on performing statistical tests and appropriate sample sizes that will validate the research findings.

- Conducts statistical tests on data and presents information as a report on findings in a clear and meaningful way that will enable management to make decisions.
- Advises Senior Management on best practice MSMEs programmes based on quality research.
- Develops, cascaded and manages the SEDCO strategic plan.
- Monitors performance of all divisions in line with strategy.
- Participates in development of policies for advocacy purposes.
- Initiates programmes and hosts webinars conferences, workshops on issues affecting MSMEs.

### Key Competencies

- **Planning and Organisation:** Proven ability to effectively allocate resources and plan for the implementation of research projects.
- **Communication:** Excellent written communication skills and an ability to communicate with clients and external stakeholders.
- **Client Orientation:** Ability to identify clients needs and propose appropriate solutions.
- **Analytical:** Proven conceptual, evaluative and analytical skills ability to identify issues, formulate options and make conclusive recommendations.
- **Management of Financial Resources:** Demonstrates a broad understanding of principles of financial management and marketing expertise for interpretation of data generated.
- **Judgement and Decision Making:** Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Quality / Results Oriented:** Sets out goals and priorities that maximise the use of available resources to consistently deliver results against expectations.

### Qualifications & Experience

- **Education**
  - ❖ A Bachelor's degree in Business Administration, Economics, Statistics, or equivalent.
- **Experience**
  - ❖ At least 2 - 3 years' experience in research and business analysis.
  - ❖ In depth experience of research methodologies is essential.

Deadline for submission of applications is by close of business on Friday, 15<sup>th</sup> May 2026.

Applications should be addressed to:

The Chief Executive Officer  
Small Enterprises Development Company  
P.O. Box A186, Swazi Plaza, Mbabane  
Email to [recruitment@sedco.co.sz](mailto:recruitment@sedco.co.sz)