

Call for Applications: Programme Associate

1. Post information

The Programme Associate works as part of a team of programme staff who are implementing PASGR's programmatic functions while gaining work experience. This post holds a variety of responsibilities related to the research, analysis, and coordination of programmatic activities.

This position is ideal for an energetic, enthusiastic, and self-driven intern with a keen interest in public policy, higher education and/or research.

Post title: Programme Associate

Reports to: Programme Manager

Location: Nairobi, Kenya

Duration: 3 months, with possibility of renewal depending on performance

2. Organisational context

PASGR is an independent, non-partisan pan-African not-for-profit organisation established in 2011 and located in Nairobi, Kenya. PASGR is working in more than 12 African countries to enhance research excellence in governance and public policy that contributes to the overall wellbeing of the citizens. Our vision is '*a vibrant African social science community addressing the continent's public policy issues*'.

In partnership with individual academics and researchers, higher education institutions, research think tanks, civil society organisations, business and policy communities both in the region and internationally, PASGR supports the production and dissemination of policy relevant research; designs and delivers short professional development courses for researchers and policy actors; and facilitates the development of collaborative higher education programmes.

PASGR's three core programmes (**Research**, **Higher Education**, and **Professional Development & Training**) bring together the right mix of universities, research institutions, government, policy actors, researchers and academics to:

- Establish and sustain partnerships at national/regional and international levels for advancing research, higher education and training;
- Facilitate the creation of policy and research communities;
- Enhance the institutionalisation of a research culture in Africa's universities and research organisations; and,
- Coordinate a collaborative Master of Research and Public Policy with universities in Africa.

3. Duties and responsibilities

With the guidance of the Programme Manager, the Associate will be expected to undertake the following tasks:

- Support the preparation of the programmes strategies and work-plans;
- Support implementation and monitoring of programme'
- Administrative, financial, secretarial and logistical support to meetings, conferences, workshops and training programmes.
- Support communication and knowledge management.

4. Competencies

- Initiative, creativity, enthusiasm, maturity, tact and high sense of responsibility
- High level of computer literacy
- Ability to learn new tools, tasks and skills quickly
- Attention to detail
- Excellent organisation skills
- Commitment to proposing solutions to issues encountered in daily work
- Professionalism and adherence to deadlines
- Excellent oral and written communication in English
- Ability to work independently, set priorities, juggle tasks and meet tight deadlines
- Excellent interpersonal skills and ability to establish and maintain effective working relations with people in a multicultural and multi-ethnic environment

5. Qualifications and experience

- Masters in any of the social sciences or related disciplines such as Business, Communications, Development and Peace Studies. Candidates about to complete their Masters as well as PhD students will be considered.
- Additional professional qualification is an added advantage, particularly for candidates about to finish their Masters.
- Post qualification experience in research, advocacy, policy engagement or capacity development-related activities, preferably with an international or similar regional/ national organization would be an advantage.

6. Other requirements

Availability: At least four days a week for three months

Conditions: A modest stipend to offset transport and lunch costs will be provided each month. It is the responsibility of the Associate to ensure that he/she has adequate and valid medical and life/accident insurance for the duration of the internship.

Only candidates with legal permit and status to work in Kenya will be considered. PASGR will not seek immigration status for candidates.

7. How to apply

Applications should be sent to info@pasgr.org by 9th February 2018. The email must include: a CV (not more than 4 pages); a recommendation from a faculty member or project supervisor who knows the applicant well; a university transcript; and a cover letter (1 page only).

Note: Only electronic submissions will be considered. Applicants must be available to begin in late February 2018.