

JOB VACANCY

PROGRAMME OFFICERS: RESEARCH & POLICY - REF: PASGR/PO/RP/2023

The Partnership for African Social and Governance Research (PASGR) is an independent, non-partisan Pan-African not-for-profit organization established in 2011 and located in Nairobi, Kenya. Currently engaged in more than 26 African countries, PASGR works to enhance research excellence in governance and public policy that contributes to the overall wellbeing of all.

In support of its work, PASGR seeks to recruit two (2) Programme Officers to work within the Research and Policy Programme. Reporting to the Programme Head, Research and Policy, the overall role of the jobholders is to coordinate the implementation of PASGR Research Programme (RP) portfolios and outputs. The post holders are expected to be highly motivated and experienced research and development professionals with a commitment to contributing to research that addresses Africa's social and governance challenges.

Summary of Key Responsibilities

The jobholders will be responsible for effective programme coordination of RP projects, ensuring effective delivery, and assisting the Programme Head with all stages of project cycle management. She/He will be instrumental in supporting the knowledge generation and ensuring policy uptake. This will require familiarization with PASGR's approach to research and evidence uptake, policy engagements, systems, and processes as well as rules and regulations. The post holder will, in liaison with the Head of Research and Policy and other members of the RP team, work closely with our partners by: -

- Providing technical support for PASGR research areas of interest including assisting in research design, undertaking literature review and knowledge synthesis.
- Participating in writing and reviewing of scientific publications and other dissemination products such as briefing papers, blogs, journal papers, working papers, policy briefs and other knowledge products.
- Support the development of study protocols, application for ethical approvals and research permits.
- Oversee data collection, organize, and manage research data, including verifying the accuracy of data and inputting data into databases.
- Preparation and management of project documentation including contracts, work plans, research budgets, projects cash forecasts, technical progress reports, and donor reports.
- Support in the contracting of resource persons and implementing partners, provide them with guidance on routine implementation of the projects including monitoring quality of their work deliverables and reports (both technical and financial).
- Coordinate and facilitate regional and national consultative workshops, meetings, conferences, and report on the proceedings.
- Participate in fundraising efforts including development of funding proposals and concept notes.
- Collaborate with other members of PASGR staff, project managers, and other stakeholders including but not limited to government officials, development partners, research organizations, higher education institutions, individual researchers, various resource persons, funders, and service providers to ensure that research activities are aligned with project goals and objectives.

Minimum Qualifications, Competencies and Experience

1. Master's degree and with at least Five (5) years of post-qualification work experience in the field of social science including engagement with policy, practice and government constituencies in the social sciences, development, governance or related fields. Candidates who are either completing PhD or those who have obtained a PhD within the past three years are encouraged to apply.
2. Demonstrated research experience in any of these areas: Adolescent Girls Education, Food Systems, Public Health, WASH and Climate Change as a cross cutting theme in all the research themes.
3. Experience in engaging policy makers and key stakeholders with research evidence.
4. Familiarity with the development of concepts for research or other projects and with the search for and engagement of funding opportunities.
5. Excellent oral communications and writing skills with experience in developing standard operating procedures in relevant subject areas and evidence of publications in peer reviewed platforms will be an added advantage.
6. Excellent interpersonal and organizational skills and ability to work in a culturally diverse team of stakeholders.
7. Proven ability to multitask and work in a self-directed and self-driven proactive manner without supervision.
8. Working knowledge of French will be an added advantage.

How to Apply

Interested applicants should submit: (a) a cover letter; (b) detailed CV with names and email addresses of 3 referees; and (c) a suitability statement against listed qualifications, competencies, and experience. Applications should be sent to recruitment@pasgr.org with subject of the email as the job title and **Job Ref: PO/RP/2023**. Only Kenyan nationals and residents are eligible to apply, and only shortlisted candidates will be contacted. Applications must be submitted by **July 30, 2023** at **1700hrs**.