

JOB VACANCY

PROGRAMME MANAGER: RESEARCH & POLICY - REF: PASGR/PM/RP/2023

REPORTS TO:	Executive Director
DIRECT REPORTS:	Programme Officers, Programme Assistant
MAIN CONTACTS	Research Committee; PASGR research project resource persons; African and international social science research networks; African social science academic community; policymakers; PASGR Board of Directors; regional and international partners and donors

About the PASGR

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 with individual researchers and institutions to enhance research excellence in governance and public policy that contributes to the overall wellbeing of African people.

Key Role and Competencies

The Research Manager will lead our research initiatives and provide programmatic and technical direction to the Research and Policy Unit. The Research Manager will ensure that research activities are highly profiled and visible and are of exceptional quality and relevant to the policy and governance needs of Africa. He or she will co-ordinate and monitor the programme's activities and play a pivotal role in ensuring that our research informs policy and drives positive change. He or she will also oversee, and support outreach and consultation activities linked to research nationally, regionally and globally; and will represent PASGR in forums of interest.

To perform this role, it is essential that the individual has a high level of credibility and record of accomplishment in published social science research, including research expressly intended for policy actors. He/she must be able to interact comfortably and with confidence with peers and associates in the African and international research and academic communities. He/she must also have a record of engagement with policy actors and institutions such as think tanks, research institutes, government, and intergovernmental bodies, regional or international organisations, civil society and/or media in Africa.

Core Responsibilities

1. Management of the Research Programme

- Identify research priority areas of focus in consultation with the organization's leadership, ensuring alignment with the organization's mission and objectives.

- Oversee the development of research strategy papers, draft concept notes and research discussion papers, work-plans and budgets, progress reports for research activities.
- Coordinate Research Programme documents to post at PASGR website in consultation with the Executive Director and Communication Specialist, and further support various aspects of print, electronic and media communications on Research activities and the PASGR initiatives generally.
- Prepare research reports during Research Committee meetings and provide up to date information and accompanying documents to committee members.
- Provide the “face” of PASGR research in regional and international workshops, seminars, conferences, and media events.
- Facilitate development of and contribute to formal and informal networks involving African and non-African researchers and academics as well as national, regional, and international policy research institutions.

2. Research Project Leadership

- Lead the development of research projects, from conceptualization to execution.
- Identify potential researchers and reviewers, develop Terms of Reference for the activities, and further review draft contract documents to ensure accuracy, consistency, and value for money.
- Oversee the research teams, providing guidance, support, and mentorship to researchers and project staff.
- Collaborate with research teams to design and implement research methodologies, data collection, and analysis, including support for ethics approvals and data management.
- Ensure production of quality research outputs including synthesis reports, working papers, journal papers and book chapters, research blogs and policy briefs.

3. Policy Influence

- Lead all PASGR’s evidence informed decision making (EIDM) and policy uptake initiatives.
- Engage in advocacy efforts to influence policy changes based on research outcomes.
- Monitor the policy environment in Africa to identify trends in social policy and governance to inform PASGR’s research programme and identify opportunities for regional and international partnership on research and research capacity building.

4. Fundraising and Grants Management

- Lead fundraising efforts for research projects, including grant proposal writing, donor relationship management, and diversifying funding sources.
- Manage budgets and resources effectively, ensuring that research projects stay on track financially.

5. Stakeholder Engagement

- Cultivate and maintain strong relationships with external partners, including government agencies and policy makers, non-profit organizations, academic institutions, and community groups.
- Collaborate with stakeholders to ensure research projects are responsive to their needs and priorities.

6. Monitoring and Evaluation

- Develop and implement rigorous monitoring and evaluation frameworks to assess the impact and effectiveness of research projects.
- Continuously assess project outcomes and adapt strategies as necessary to achieve desired results.

Requirements/Desired Competencies

Education/qualifications: A PhD in a domain of social sciences relevant to PASGR's focus on social policy and governance and an exemplary record of research, including research expressly focused on policy actors in Africa. Experience in graduate teaching in social sciences in Africa or internationally would be advantageous.

Experience: At least 10 years relevant experience of post-doctoral 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 in management roles in comparable organisations (i.e., a research bureau, think tank, international, regional, or national organisation). A track record in the design and management of research programmes involving competitive research grants to organisations; track record in mobilizing research grants; and coordinating teams or individual researchers would be attractive and evidence of publications in peer reviewed platforms will be an added advantage.

Skills: Demonstrate excellent management, teamwork, interpersonal and organizational skills, and ability to work in a culturally diverse team of stakeholders. Exceptional communication, writing and presentation skills including a high level of comfort with information technology. Proven ability to multitask and work in a self-directed and self-driven proactive manner without supervision and meet deadlines; ability and willingness to travel widely. 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: PM/RP/2023**. Only Kenyan nationals and residents are eligible to apply, and only shortlisted candidates will be contacted. Applications must be submitted by **October 19, 2023**, at **1700hrs**.