

JUNE 2024

Job Title:	Research Manager
Reporting to:	Director of Research
Location:	Kenya
Duration	12 Months based on performance
Hours	32 Hours per week.
Working Format:	Hybrid; Physical and Remote
Number of Vacancies:	1

About Pollicy

Pollicy is an award-winning feminist civic technology collective. Our work and research spans across the use and implementation of data and technology to engineer social change. In the recent past, we have researched ways through which Africans can take back control of their data and reimagine new ways of tech ownership.

About the Role

The Research Manager will organise our numerous research projects with expert knowledge of various qualitative and quantitative research methodologies. This involves designing research methods, liaising with the Offices of the Institutional Review Board (IRB) to receive research permissions, and organising research activities and enumerators for our research projects.

This includes acting as a critical project spokesperson, engaging key stakeholders, coordinating research activities around various locations, fostering discussion and dialogue at grassroots, national and international levels, and serving as the creative force behind our research work. You will lead a passionate team, grow talent and understand how to balance the task of leading a team through effective coaching and delegation with leading your projects. The position also includes establishing close relationships with Pollicy staff, fellow partners, and service providers to broaden our reach. The Research Manager shall report directly to the Director of Research.

ROLES AND RESPONSIBILITIES.

1. Research

- ❖ Conduct research on various topics as needed using various techniques such as feminist theories and methodologies, Google searches, academic articles, phone interviews, utilising statistical packages, related to the project(s) at hand;
- ❖ Deliver a wide range of social research techniques, including fieldwork such as telephone and in-person interviews, literature reviews, focus groups and data analysis;
- ❖ Manage and mentor junior staff members, especially the research, program team and contractors (including research fieldwork agencies, data collectors and enumerator) as necessary to achieve the different research objectives such, seeking best value at all times;
- ❖ Prepare and conduct pieces of training on research topics and findings for staff and project clients;
- ❖ Provide training and technical assistance to staff, fellows and partners on how to conduct research and manage their data;
- ❖ Promote forums which facilitate collaboration, learning and action as a result of research topics and finding among key actors;
- ❖ Lead and support data collection, storage and analysis of data for evaluations and studies, as needed;

2. Content Development

- ❖ Compile and organize research findings in graphs, charts, mock-ups, and diagrams;
- ❖ Document, report, and present research findings to management and clients;
- ❖ Liaise with the communication team to create social media content based on the research projects as needed for building awareness around Pollicy research work, sharing findings, learning, challenges etc;
- ❖ Copy - editing and proofreading research content
- ❖ Lead on the dissemination of information and research findings to local, national and regional-level intergovernmental bodies, donors, partners and other stakeholders;
- ❖ Develop and contribute publications like policy papers and blog posts and any other resources as required by the project.

3. Business Development

- ❖ Work with team to win new work from new and existing clients and proactively identify new business opportunities in terms of research services;
- ❖ Support in the conceptualisation of new research projects, methodologies and trends;
- ❖ Look out for potential partnerships with civil society, government, academia or private sector;

4. Finance and Administration

- ❖ Support the finance team in developing budgets related to grant submissions to funding agencies and financial reporting/ accountabilities as required by specific grants;
- ❖ Monitor anticipated and actual costs charged to project budgets.
- ❖ Carry out any other duties as may be required by the or as the need arising and deemed within the research, data and digital rights docket by management.

5. Desired requirements/ skills/ experience

- ❖ Bachelor's degree in Data, Law, Gender Studies, Anthropology or Journalism
- ❖ Master's degree in related field
- ❖ More than 3-4 years experience in the same role.
- ❖ Strong budgeting and financial management skills; experience with writing donor reports and grant proposals within teams
- ❖ Strong written and oral communication skills and complete fluency in English is required.
- ❖ Experience supervising data collection, teams of field workers, survey design and implementation and data management. Background in randomized control trials is strongly preferred
- ❖ Demonstrated ability to work successfully with diverse constituencies required; developing country experience required from Global, African values and feminist perspectives.

Kampala Office:

🏠 Plot 7, Kulubya Close, Bugolobi

Nairobi Office:

🏠 Britam Towers, 24th floor, Upperhill

🌐 www.pollcy.org

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- ❖ Quantitative skills; working knowledge of Stata and SSPS are desirable. Knowledge of other statistical packages such R are not required, but are a plus
- ❖ An analytical mind, ability to interpret and organize data
- ❖ Resourcefulness in coming up with solutions to new challenges, especially, in software and programming.
- ❖ Flexible and proactive work ethic with a demonstrated interest in the vision and mission of Pollicy.

How to apply

- Interested candidates are invited to submit a Cover Letter and Curriculum Vitae to recruitment@pollicy.org. Please include Research Manager in the subject line.

Applications will be accepted on a rolling basis through Thursday, **Jul 18, 2024 5:00 PM** EAT.

- We work remotely and have a physical presence and office in Kampala, Uganda and Nairobi, Kenya. This position is starting mid July 2024.
- Women are encouraged to apply.

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