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JOB VACANCY
Programme Officer – Research and Policy Uptake (*Bilingual*)

Summary

The purpose of this role is to contribute quality research outputs and conceptual support in the research programme in the development of new research projects areas of governance and public policy. The post holder will need to be a motivated and experienced researcher and development professional with a commitment to contributing to research that addresses Africa's development challenges, ready to oversee, or support and coordinate a wide range of projects.

Within PASGR, the jobholder will be in regular contact with staff from other programmes and units namely Professional Development and Training, Higher Education, Finance and Administration, as well as the Executive Director's Office. Externally, the jobholder will be in regular contact with PASGR partners namely, Government officials, development partners, resource persons, funders, and service providers.
They will be expected to engage in the wider research and scholarly activities in PASGR and with its networks and contribute to PASGR's profile by participating in promotional activity. The jobholder will be line managed by the Head, Research and Policy.

Key Responsibilities

The jobholders will be responsible for effective programme delivery, supporting the programme head with all stages of project cycle management. This will require familiarisation with PASGR systems, rules, and regulations. The post holder will, in liaison with the Head of Research and Policy and other members of the research and policy team, work closely with our partners in: -

- Project identification and design, including:

  o Conceptualise and conduct research activities and field projects in support of research projects, ensuring quality, rigour, thematic consistency and relevance to PASGR research programme outcomes.
  o Develop collaborative links with personnel in PASGR programme areas to gain exposure to research activities and approaches in order to determine areas of thematic relevance to Research Programme and conversely build knowledge in Governance and Public Policy as they apply to scientific research areas.
  o Lead/contribute to the drafting of research concept notes and the preparation of grant proposals, ensuring all submissions are competitive and complier with both PASGR and funder requirements.

- Project start-up activities, including:
  o Facilitating engagement of resource persons.

- o Drafting of MOUs, contract agreements and/or arranging for the issuance of contracts and offer letters.
- o Drafting TORs for service providers and supporting procurement processes.

- Project implementation, including:

  - o Conduct studies of related literature and research to support the design and implementation of research projects and development of policy documents, ensuring conceptual relevance, comprehensiveness, and currency of information.
  - o Write and publish articles in peer-reviewed journals/digests that highlight key findings and their relevance to policy, ensuring consistency with the highest standards of academic publication and showcasing PASGR's work in the subject area apart from its scientific leadership.
  - o Monitoring and reviewing project and financial reports, undertaking spot checks.
  - o Resolving problems (with possible visits to partners and projects) and drawing the attention of the Programme Head to significant issues requiring attention.
  - o Drafting documentation for project extensions/allocation increases.
  - o managing the processing of incoming invoices and monitoring of accountable grant expenditure.
  - o Ensuring programme financial information is accurately recorded and monitored.
  - o Monitoring resource persons' performance and ensuring any contract amendments required are advised.
  - o Manage budgets, ensuring annual and monthly forecasts are accurate.
  - o Technical support/leadership for research areas of interest including leading drafting of journal papers, working papers, policy briefs etc

- Project completion tasks, including:
  - o Drafting project completion reports, in liaison with field manager and consultants where appropriate.
  - o Communicate/disseminate status and outcomes of initiatives and policy projects to Programme/Project team and other stakeholders ensuring that relevant information and issues in the implementation of projects are captured in as comprehensive and timely manner as possible.
  - o Developing and maintaining contacts with a wide range of funders, implementing partners and, representing PASGR RP in external meetings as assigned by line-manager.

- Design and organise databases along project frameworks that support overall research management and policy development, including the monitoring and evaluation of projects, tracking of policy stakeholders and outcomes, as well as the subsequent integration of these databases to other PASGR databanks.

- Identify areas of improvement within the research structure and their integration including aspects of gender equality into programme activities in pursuit of capacity building/strengthening.

- Support the Head of Research Programme improve the overall quality and delivery of research outputs.

- Input into PASGR corporate reporting and support monitoring of progress against team objectives.

- Provide cover for the Head of research programme and other team members during absences and contribute to coherent team working.

Person Specification and Qualifications

Education and Language
- Masters or Advanced Degree in Public Policy, or relevant disciplines of social sciences.
- Must be bi-lingual with high proficiency in French and English
- This position is open to all African nationals.

Experience
- Eight (8) years minimum working experience is essential, which is directly in the design and implementation of research programmes.
- A minimum of five (5) years in research and evaluation design, reporting, and knowledge management.
- Experience working in the Francophone region of Africa is highly recommended.
- Sound understanding of social and governance theory and practices.
- Experience of working in a fast-paced, multi-task environment with a diverse range of people.
- Experience of working in an internationally focused policy/advocacy organisation with and through networks of partners.
- Experience of providing research and producing high-quality written work
- Experience of working with international, national and local partner organisations and consultants.
- Experience of organising and managing events for research and outreach.
- Experience of planning, gathering, analysing and interpreting information for monitoring and evaluation purposes
- Experience using statistical packages such as SPSS, STATA is an added advantage.

Essential knowledge and skills
- Excellent verbal and written English and French language skills.
- Excellent communication skills, including demonstrated ability to handle sensitive negotiations on matters affecting PASGR staff, partners and communities.
- Ability to maintain donor relationships and accountability in line with funding policies and standards.
- Strong leadership and management skills

- Excellent planning and prioritization skills
- Excellent Skills in Programme Information Management
- Strong analytical and problem solving, and management of crisis, conflict, and risk
- A strong commitment to embedding research leadership, resilience building and PASGR's signature in evidence-based policy action.
- A strong commitment to adhering to and promoting PASGR's approach to Safeguarding concerns (including child abuse and abuse of adults at-risk).
- Excellent conceptual, analytical, documentation and presentation skills
- Excellent skills in facilitation and capacity building for inter-linkages amongst staff, partners & stakeholders
- High degree of integrity, dependability, and confidentiality
- Programme implementation and project management is preferred
- Experience of project management, including budget management.
- Knowledge of standard Microsoft Office packages (advanced Word and Excel essential), databases, and SharePoint
- Strong organisational skills including planning, developing, implementing and maintaining projects or work streams.
- Strong facilitation and presentation skills
- Ability to listen actively to, engage with, and persuade people from varying backgrounds and with a range of political, cultural, and value orientations
- Ability to work as part of a team as well as independently, and to work collaboratively with a flexible approach to projects
- Ability to meet deadlines, problem-solve, prioritise a complex and varied workload and work well under pressure

Application process

Interested candidates for the role are required to submit a formal application for this position. All applications should include:

a) A cover letter explaining their interest in the position, and relevant experience.
b) A CV/resume, demonstrating relevant experience and including contact information (5 pages maximum).

Eligible candidates are requested to submit their application with the subject clearly indicating "PO/RP/2025: Programme Officer – Research and Policy Uptake (*Bilingual*)" by no later than Friday 5.00pm EAT 14th March 2025 to recruitment@pasgr.org .

For any inquiries and questions related to the call, kindly write to research@pasgr.org .