



Rift Valley Institute

Job Description

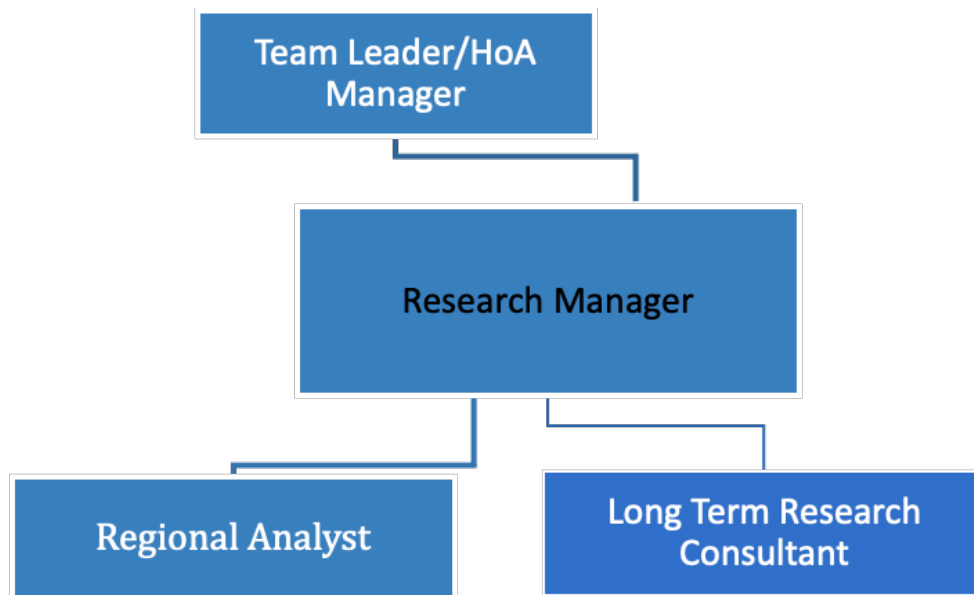
Research Manager – Peace Research Facility, Ethiopia

Staff member

Employment type: Full time

Location: Addis Ababa, Ethiopia

Reporting structure: This role reports directly to the Programme Manager/Team Leader, and manages contracted independent research consultants and analysts.



Key Working Relationships

- **Reporting to** the Team Leader/HoA Manager, works closely with other Facility team members particularly the Consultant Research Advisor and other consultants in setting overall research priorities and approaches, and ensuring collaborative integration with other Facility activities, including relations with partnership institutions, and research uptake.
- Works with the Team Leader/HoA Manager, and RVI finance colleagues to ensure effective budget management for research activities.
- Works with RVI Publications Manager ensuring the high quality of the production and dissemination of publications.
- Facilitates dialogue and engagement between consultant research analysts and various stakeholders and collaborates with them on workshop convening, meetings and research outputs.

Scope and limits of authority

- Consults with the Team Leader/HoA Manager, and Consultant Research Advisor and other senior staff on the inception, design, implementation of research projects, and dissemination of analytical products and related activities
- Responsible for day-to-day decision-making in the planning and implementation of research activities and coordinates with Consultant Research Advisor.
- Manages research consultants, including: developing ToRs, recruitment, communication with researchers, convening of research teams for studies, contracting and overseeing consultants' adherence to RVI's Human Resources Policies, codes of conduct, safeguarding policies, anti-bribery, research ethics and other relevant policies and guidelines.
- Ensure consultants deliver agreed milestones on time and to the expected quality and payments are made consistent with agreed milestones.
- Interacts with FCDO and other donors around research agenda and findings.
- Advises the Team Leader/HoA Manager on budget management of research activities, and contractual performance of partners and consultants

Job Purpose

In coordination with the Consultant Research Advisor, the Research Manager has the overall responsibility for the delivery and quality of the programme's research and analysis components, including coordinating research projects and regular analytical outputs, to support, inform and enable constructive dialogue and political consensus on contentious issues in and on Ethiopia. The Research Manager will work closely with the Team Leader/HoA Manager and the Facility's consultants to design relevant research and analytical activities and products that maximize impact through knowledge to help efforts to build peace in Ethiopia.

KEY RESPONSIBILITIES

Lead in the delivery of the Facility's research and analysis work (60 %)

- Lead the conceptualisation, planning and implementation of the Facility's research and analysis activities. Work closely with the Facility staff, Ethiopian partners and FCDO to ensure the appropriate design of research activities and outputs
- Identify, coordinate and support commissioned researchers to ensure the Facility's research is based on robust design and methodologies and is relevant and responsive to the needs of agreed stakeholders, including FCDO and Ethiopian partners, and is produced in an efficient and cost-effective manner.
- Ensure duty of care of researchers
- Oversee the production of research outputs and publications, with support from RVI's publications team, as well as consultant copy-editors and graphic designers
- Undertake primary research when appropriate (literature reviews, key informant interviews) and analysis of primary data
- Support dissemination and uptake strategies of research findings and analytical insights through dissemination in various formats such as donor briefings, policy advisory workshops and engagement events.
- Develop and maintain collaborative partnerships with Ethiopian organisations and researchers with whom RVI can collaborate on the production of high-quality research outputs,
- Adhere to and promote RVI's research ethics policy.

- Be an active team member of the RVI Ethiopia office and participate in and contribute to relevant organisation wide activities to advance RVI's strategy in Ethiopia and beyond.

Manage research projects (40 %)

- Support in the financial and budget management of the Facility's research activities ensuring they are within budget and providing value-for-money, working closely with Team Leader, Project Administrator and RVI's finance team.
- Manage and support consultants working on research activities, including on logistics and administration.
- Responsible for managing, recording and storing data related to research and analysis products and projects, ensuring adherence to RVI data protection policies.
- Assist in donor reporting, including documenting programme outputs, impacts, learning and adaptation.
- Support and mentor junior researchers working with the Facility, in collaboration with the Consultant Research Advisor and other relevant colleagues within the wider Education team.
- Play a lead role in capturing feedback and evidence of impact in a way that support the Facility in learning from its practice and applying that learning.

These are the duties which the RVI requires from you at the date of your appointment. It may be necessary to alter these duties in accordance with the needs of the job and the organisation. Any changes will be made in consultation with you.

Person Specification

Knowledge and Qualifications

- Minimum of a Master's degree (or equivalent) in a relevant field of study (e.g. social science, political science or anthropology).
- Excellent understanding of current and historical political dynamics in Ethiopia
- Excellent grasp of social science research design and methodology, especially qualitative methods
- Thematic expertise and knowledge in the field of peacebuilding, democratisation, federalism, and state-building an advantage
- Research networks across Ethiopia (including with relevant government authorities and NGOs)
- Right to work in Ethiopia

Experience

- A minimum of five years experience in designing and implementing social science and political research projects (preferably in fragile environments), including conducting field research, commissioning research, managing research teams and the production of research outputs.
- Track-record in developing relationships with research organisations and supporting partners to deliver effective research products.
- Experience in complex data management processes for qualitative research projects
- Track record of delivering policy-relevant research to a range of high-level audiences (UN, government, institutional donors).
- Experience in programme financial management.
- Experience in coordinating research uptake and dissemination
- Experience working with an NGO an advantage

Skills and Abilities:

- Excellent writing, editing and oral skills in English and Amharic. An additional Ethiopian language is an advantage.
- Demonstrable ability to implement and innovate research methodologies and data analysis (including mixed methods),
- Excellent political analysis skills
- Cultural sensitivity and experience of working with diverse constituencies.
- Strong public speaking and oral presentation and communication skills with a wide range of audiences.