

## **VACANCY : RESEARCH MANAGER (RM0042024)**

**LOCATION : ARIN Secretariat - Nairobi, Kenya**

### **About ARIN**

The Africa Research and Impact Network (ARIN) is a leading research-impact platform with over 200 researchers and policymakers, featuring national focal points across 36 African countries. ARIN also connects with a database of over 3000 stakeholders from universities, think tanks, the private sector, and governments. Our mission is to promote research excellence and facilitate dialogue on best research and impact practices by providing platforms for the science-policy interface in Africa, built on robust evidence. ARIN recognizes that Africa is endowed with diverse researchers, innovations, and best policy practices that are often not in the public domain but are invaluable to the continent's research and development agenda. Therefore, ARIN provides a peer review platform where exemplary research and impact practices from various African contexts are shared, profiled, and leveraged to inform transformative policy action. Among the areas where ARIN has pioneered groundbreaking research are climate change, knowledge management, and science and technology innovation. The network currently convenes research and policy platforms on climate action, drawing on perspectives from researchers on adaptation, and the status of science and technology innovation in Africa. Through these efforts, ARIN assesses opportunities for the science-policy interface, engaging in contextual projects on research commercialization, innovation, knowledge translation, and practice. For more information, visit: [ARIN](#).

### **POSITION PROFILE**

ARIN is seeking to recruit a competent and experienced Research Manager (RM) to be stationed at its Secretariat in Nairobi. The RM will support the development and implementation of the network's research strategy in line with ARIN's 2025-2030 Strategy. This includes providing technical leadership on project outputs, working with key stakeholders including policymakers to identify key research topics and needs, leading the development of cutting-edge research outputs, and providing mentorship to junior researchers.

The Research Manager will be responsible for contributing to the strategy and supervising all research work conducted by ARIN, under the supervision of the Executive Director. They will lead the research team to achieve excellence, ensure the highest level of impact and accountability, and comply with international guidelines as well as ARIN's standards. As part of the Senior Management Team, they will contribute to the development and implementation of ARIN's strategy and promote the organizational vision and core values across the mission. They will support the management and coordination of all research projects, including resource mobilization, dissemination, and evaluation.

The ideal candidate should be comfortable representing ARIN with donors and able to coordinate and liaise with a range of senior external partners. This position requires both analytical and managerial skills, as the Research Manager's responsibilities can range from coordinating with external partners (whether data actors, humanitarian clusters, or donors) to analytical oversight of research products to logistics.

## **KEY RESPONSIBILITIES**

### **Strategy & Partnerships**

- Collaborate with key stakeholders (policymakers, regional commissions, and partners) to identify research priorities and design cutting-edge research agendas.
- Develop and manage partnerships to support research implementation.
- Represent ARIN at research-related events and cultivate a network of researchers/research institutions.

### **Research Implementation & Management**

- Provide technical expertise for high-quality research publications and reports.
- Support the quality assurance within ARIN Press working closely with the Head of ARIN Press and the Editors.
- Work closely with the Fellowship Manager to support fellows with joint research agendas and publications.
- Ensure timely, accurate, and analytically rigorous reports, assessments, and factsheets.
- Develop cross-project technical briefs and strategic papers highlighting key outcomes and opportunities for setting new research agendas.
- Develop post-project research and impact agendas based on learnings and opportunities identified during project implementations.
- Advocate for improved research analysis within ARIN products, aiming for consistent methodologies, tools, and frameworks across programs.

### **Program Management and Fundraising**

- Support project managers in ensuring research outputs meet donor expectations and international standards.
- Manage research support for specific program needs, collaborating with program teams to deliver research and analysis that meets their requirements.
- Represent research progress, ideas, and strategies within the Senior Leadership Team (SLT).
- Assist with troubleshooting and streamlining project implementation.
- Support external engagement related to ARIN's strategy or fundraising and grants management (when requested and with focal points).

- Develop fundraising proposals, concept notes, and budgets in close coordination with the Executive Director, aligned with the organization's strategies.

### **Knowledge Sharing & Learning**

- Integrate research findings to refine ARIN's approach to sector transformation.
- Participate in team meetings, training sessions, and coach research team members.
- Mentor and provide research guidance to early career researchers.
- Collaborate with the Monitoring and Evaluation Manager to document research learnings.

### **Knowledge Dissemination**

- Develop strategic research messages for dissemination through ARIN communication channels and social media.
- Facilitate knowledge sharing within ARIN and externally through workshops and presentations.
- Consolidate knowledge for the senior management team.
- Deliver and participates in inter-agency, multi-stakeholders' knowledge sharing/lessons learned exercise.

### **KEY COMPETENCIES**

- Strong analytical and problem-solving skills.
- Experience in research program/project management, evaluation, and assessments.
- Proven ability to manage and motivate diverse teams in a multicultural environment.
- Excellent written and oral communication skills, including report writing and presenting complex information.
- Demonstrated experience in quantitative and qualitative research methodologies.

### **PERSONAL ATTRIBUTES**

- Collaborative, proactive, and self-motivated with a high degree of personal accountability.
- Integrity and professionalism, with a strong commitment to ARIN's mission and values.

## **REQUIREMENTS**

- PhD in a relevant discipline aligned with ARIN's focus areas.
- Minimum 5 years' experience in research management, preferably within an INGO environment.
- Proven track record in leading international and national research teams.
- Strong communication and writing skills with experience in high-level presentations.
- Extensive research and analytical skills, including experience in data collection, analysis, and publications.
- Proficiency in Microsoft Office Suite and familiarity with statistical software (R, SPSS, STATA).
- Demonstrated team management skills, including remote team leadership.
- Multitasking ability to manage multiple research cycles under tight deadlines.

## **TERMS OF EMPLOYMENT**

- Two-year contract (renewable based on performance)
- Competitive salary and benefits package, including medical coverage for three immediate family members.
- 30 days of annual leave.

## **APPLICATION PROCEDURE**

Submit your application by **July 15th, 2024** to [human-resource@arin-africa.org](mailto:human-resource@arin-africa.org). Your application package should include:

- Candidate statement (max 2 pages) highlighting interest and suitability for the role, with specific examples of how your skills and experience align with the position.
- An updated CV (max 5 pages) listing publications and key projects developed and managed.
- One relevant writing sample (academic paper, PhD chapter, or working paper). If co-authored, clearly state your role in the research and writing process.
- Contact information for three professional references.

**Further information** can be obtained by contacting the HR department at: [human-resource@arin-africa.org](mailto:human-resource@arin-africa.org).