

JOB OPENING

Assistant Project Manager for East Africa Region

Role	Assistant Project Manager
Responsible for	Afrobarometer (AB) survey
Location	Institute for Development Studies (IDS), University of Nairobi – Kenya
Reports to	Project Manager for East Africa, and Project Director for East Africa
Direct Report	Project Manager for East Africa
Indirect Report	Project Director for East Africa

Organizational Overview

Afrobarometer (AB) is a pan-African, nonpartisan, nonprofit research network that measures the political, economic, and social atmosphere prevailing in African countries. Guided by the vision that African societies thrive when African voices count in public policy and development, Afrobarometer provides high-quality data and analysis on citizens' evaluations and experiences of democratic governance and quality of life. This is provided as a public benefit and is free to policymakers, policy advocates, civil society organizations, academics, news media, donors and investors, and ordinary Africans.

Launched in 1999 in 12 countries, Afrobarometer has completed more than 325,000 interviews in seven survey rounds in up to 38 countries. Round 8 surveys were completed in 18 countries between August 2019 and March 2020 before fieldwork was suspended because of the COVID-19 pandemic. Round 8 surveys started up again in October 2020 and are expected to cover a total of at least 35 countries. Afrobarometer currently conducts face-to-face computer-assisted interviews in the language of the respondent's choice with nationally representative samples. Effective communication of survey findings and capacity building for survey research, analysis, communications, and management are integral parts of Afrobarometer's work.

Among Afrobarometer's key achievements are proving that citizen research can be conducted even in fragile, post-conflict, and closed political environments in Africa; legitimating public opinion as a pillar of African democracy; and building a network of researchers that has earned the reputation as the go-to source for reliable data on what Africans are thinking.

Afrobarometer's institutional values are *independence, excellence, collaboration, and commitment*. Afrobarometer individual values are *integrity, respect, responsiveness, cooperation, and fairness*. Funders and other stakeholders are treated as partners in the advancement of Afrobarometer's endeavors. *Relationships, non-partisanship, trust, and accountability* are at the core of our work. Afrobarometer staff and network members appreciate benefiting from colleagues' *creativity, diligence, and enterprise*, and value *the ability to work individually and as part of a team*. The qualities of *leadership, initiative, and excellence* are nurtured and rewarded. In pursuance of these values, all staff are required to abide by the Statement of Personal and Professional Standards of Conduct.

Role Overview

The Afrobarometer Assistant Project Manager for East Africa region, to be based at the Institute for Development Studies (IDS), University of Nairobi, Kenya, will assist the Afrobarometer Project Manager (East Africa) in managing Afrobarometer survey research activities in the East African region under the Directorate of Surveys. The support to PM will include among other responsibilities, the oversight of survey scheduling, budgeting, sampling, questionnaire design and translation, training, fieldwork management, data management and communication functions.

Essential duties

A. Leadership, strategic planning and management

- Assist Project Manager with management of sub-contracts with National Partners, including authorizing payments to National Partners upon submission of deliverables as specified in their contracts.
- Assist the Project Manager in maintaining a travel log of all AB-funded or AB-related travel, including duration and purposes, using the template provided by the Afrobarometer Secretariat.
- Assist Project Manager in providing timely feedback to National Partners on draft deliverables
- Work jointly with other members of the AB team at IDS to ensure all final deliverables meet Afrobarometer quality standards.
- In consultation with Project Manager and Project Director, undertake fundraising efforts locally for funding opportunities

B. Survey Operations and Network Management

- Assist Project Manager in working with Afrobarometer National Partners in assigned countries to implement periodic surveys that adhere to Afrobarometer standards, including:
 - Scheduling survey activities.
 - Developing work plans and ensuring timely and effective implementation of survey activities by each National Partner.
 - Providing quality control for all Afrobarometer questionnaires, and ensuring translations are done according to Afrobarometer protocols.
 - Ensuring that fieldwork training meets Network standards.
 - Ensuring adherence to all Afrobarometer fieldwork protocols.
 - Ensuring that National Partners receive all necessary technical support.
 - Ensuring the final production of high quality data that meets all Afrobarometer protocols and standards.
 - Review sampling reports, fieldwork reports, summary of results, presentations and other documents produced by national partners.
 - Ensure that dissemination events are carried out as specified in the contract and in line with Afrobarometer protocols.
- Assist Project Manager in monitoring survey activities and preparing reports as required by Afrobarometer Monitoring and Evaluation team.

C. Communications

- Assist Project Manager and Project Director in planning dissemination activities with Engagement team, e.g. CP/Communications Coordinator, and assist in reviewing dissemination products

- Contribute to the intellectual and analytical output of the project, including participating in the review of bulletins, briefs, presentations and other documents for the release of results
- Participate in the promotion of awareness and use of AB findings during dissemination and other outreach activities

D. Other

Successful candidate shall be assigned other special duties.

Selection Criteria

Minimum experience, knowledge & skills

- Bachelor's degree and preferably post-graduate studies or degree in political science, economics, sociology, development studies or related field.
- At least three to five years of related work experience, or a combination of education and experience that would provide for the following knowledge, skills, and abilities:
 - Thorough knowledge of project management
 - Thorough knowledge of research including field implementation of research projects
 - Experience developing proposals for funding and engagement of donor communities
- Experience in networking with policymakers including government bureaucrats, members of parliament, local government leaders, academia, donors, journalists, activists and other policy stakeholders

AB Core Competencies

- Passion for the AB mission
- Champion of equality, diversity, excellence and inclusion
- Reputation for integrity and sound judgment
- Commitment to ethical, non-partisan best practice

Technical/Functional Competencies

- Strong management skills:
 - Ability to handle multiple "priority" projects simultaneously, set and meet deadlines, ensure that national partners (NPs) do the same
 - Ability to manage own work with little supervision
- Demonstrable capacity for evidence-based decision-making and sound judgment
- Proven experience getting results from geographically dispersed and informally managed people
- Problem-solving ability, creative resourcefulness and innovation
- Strong written and verbal communication skills
- Proficiency in English and French required. Knowledge in Portuguese is a major advantage.
- Flexibility and willingness to work during odd hours, including holidays and weekends on a wide range of tasks
- Available for frequent travel

Other information

- Short-listed applicants will undertake writing, presentation, and basic numeracy tests.
- This is a two-year, fixed-term appointment with potential for renewal.
- Salary commensurate with skills and experience

- For more information about Afrobarometer, please visit www.afrobarometer.org.

How to apply

Interested candidates are asked to express interest by COB **Friday 16 April 2021**.

PLEASE READ THE **SELECTION** CRITERIA CAREFULLY BEFORE APPLYING.

Please send your application to aoyuke@afrobarometer.org. Include your name and position title in the subject field of your email. Example: "Subject: **[YOUR NAME] ASSISTANT PROJECT MANAGER**"

Documents to include:

1. An up-to-date *curriculum vitae* with contact details (your email, phone, postal and Skype address)
2. A personal statement describing:
 - a. Your interest in the job and why you should be considered for the role.
 - b. Specific and detailed evidence of how your skills, experience and knowledge meet the **Selection Criteria**. If you lack experience or evidence in any area listed, please state how you would gain the knowledge or competency needed to succeed in the role.