

VACANCY ANNOUNCEMENT:

Project Lead (PL) - Data Standards & Analytics Pillar

Samuel Hall (SH) is seeking a professional and motivated individual to join its team for a full-time position as a Data Standards and Analytics (Pillar 3) Project Lead. The Project Lead (PL) is in charge of the timely delivery of the research project (s) they manage and of all the associated organisational responsibilities. Their role is essential to the effective operationalising of a research project and ensures clear leadership to the various team members involved. The Project Lead is also Samuel Hall's focal point with the client and ensures a smooth and considerate relationship throughout the research. Depending on their level of seniority (Junior PL, PL or Senior PL), the Project Lead will manage between 2 and 4 projects simultaneously and be increasingly involved in research aspects if the Research Manager agrees. He/she will report, as a primary reporting line, to the Research Manager (RM) and as a secondary reporting line, to the Data Standards and Analytics Pillar Lead. Most importantly, the candidate should be comfortable in both management and analytical roles, and willing to step in on projects where needed across their lifecycle. The successful candidate will work on a full-time arrangement from our headquarters in Nairobi, Kenya.

Who We Are

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programmes and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience in complex and fragile settings. With offices in Afghanistan, Germany, Kenya and Tunisia, we are based in the regions we study. We have over ten years of experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organisations and NGOs, as well as public and private sector entities. It's an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South's high-potential, fast-growth social enterprises. For more information, please visit www.samuelhall.org.

WORK ENVIRONMENT: We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team players who can add value from the very start, expand our knowledge and help us to maximise our social impact.

Tasks & Responsibilities

Objective 1 - Team Management and Coordination

- Enact the timeline implementation and execution of the RM's vision for the project.
- Head all research and internal communications processes.
- Accountable for all project finances, reporting, liaison with finance and admin teams.
- Manage project team members both in office and field locations.
- Train national and international teams.
- Produce, review and approve key project documents.
- Oversee fieldwork authorisation processes under the responsibility of the area coordinators.
- Coordinate activities with relevant partners.
- Responsible for timely submission of deliverables and timely invoicing.

Objective 2 - Client Management and Communications

- Manage day-to-day client requests and all day-to-day internal/external interfacing for the project.
- Prepare and lead presentations for stakeholders (internal and external).
- Maintain and coordinate an efficient system of data sharing and data uploads of all project-related data.
- Prepare proposals, participate in networking events and meetings, and expand Samuel Hall's network and partnerships.

Objective 3 - Research

- Lead Research and Planning Teams.
- Manage mixed methods fieldwork in multiple countries.
- Produce the design of research tools, research methodologies and outputs.
- Ad-hoc support to SH Pillar 1 (Research & Policy) and Pillar 2 (MEAL) on quantitative-related analysis
- Manage, train and task research assistants and area coordinators.
- Execute the quality and timeliness of the collected data.
- Contribute to analysis, report writing and dissemination.

Opportunities for Growth

Working at Samuel Hall means that you are contributing to ground-breaking, innovative, and rigorous work that bridges research, implementation and policy. Most of our training happens on the job, but as part of our investment in learning and development, everyone is encouraged to apply for up to five days of paid professional development leave and financial resources to enable them to acquire new skills and knowledge.

Requirements

Prior experience working and conducting research in contexts surrounding migration, displacement, and/or international development are requirements for this role. The successful Project Lead is further required to have:

- A completed Bachelor's degree in International Development, Political Science, Economics, Statistics or any related field with 3+ years of relevant professional experience preferred.
- Excellent writing skills, conveying technical findings to different audiences in an accessible way.
- Proven experience with quantitative research
- Excellent command of Excel + ideally a statistical analysis software (R, Stata, Python or SPSS).
- Keen attention to detail and proactive communication.
- Ability to cope well under pressure, work occasionally irregular hours and meet tight deadlines.

Desirable:

- Knowledge of quantitative data collection processes, challenges and methodologies.
- Experience with mixed methods and linking qualitative and quantitative findings into a compelling narrative.
- Experience or strong interest in socio-economic research, international development, migration and displacement.
- Experience with advanced data visualisation, GIS, and dashboard design.
- Experience working remotely as part of an international team.
- French, Arabic, Swahili, Dari, Pashto, or other second language skills are an advantage.
- Past experience specific to the East and Horn of Africa, Central/South Asia, and/or the Middle East and North Africa.

Location	Nairobi, Kenya
Position	Project Lead - Data Standards & Analytics
Contract Duration	12 months, with a 3-month trial period
Vacancy Closure	10th May 2024
How to apply	All applicants should follow this link to apply: https://app.testgorilla.com/s/sa7hfgr6

Samuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified, and interviews will be conducted on a rolling basis.