



## Project Manager at Samuel Hall

### Migration and Displacement Pillar

Samuel Hall is seeking an experienced and professional Project Manager with extensive experience in migration-related work to join its Migration and Displacement Pillar for a full-time position based in our Kabul office. Project Managers can apply their research skills by leading research projects across Samuel Hall's areas of operation in Asia, Africa and Europe. Researchers/Project Managers work on desk reviews, key informant interviews, and conduct extensive fieldwork with implementers and beneficiaries to collect data and analyse results. Furthermore, they contribute to the strategic development of the Migration and Development Pillar by applying for grants and proposals, attending international conferences, and participating in the dissemination of our research. There is a strong potential for in-country and international travel.



### Who we are: Objectives and ethos

Samuel Hall is an independent think tank specialised in field research and social impact. We provide practicable insights to challenging issues in the developing world by providing academic-standard research through primary data collection in areas where researchers do not commonly go. Samuel Hall works with governments, donors, multilateral organisations and INGOs, as well public and private sector entities. We have worked with more than sixty-five organisations worldwide since 2009 through our offices in Afghanistan, Kenya and Somalia covering Asia and Africa.

At the Migration and Displacement Pillar, we produce knowledge and data on population movements in and out of countries of origin, transit and destination. Using quantitative and qualitative, participatory research with migrants, refugees and internally displaced persons, we build evidence on their social environment, protection, livelihoods, contributions and aspirations. We use this evidence to deliver trainings and capacity building to actors shaping the lives of migrants, and to design programmes and policies that adhere to international frameworks. Our approach is inductive and contextually relevant. We are known for our expertise and seek researchers with expertise in:

- Migration
  - Migration and development
  - Irregular migration
  - Migration-employment nexus
  - Labour migration and mobility
  - Policy development
- Displacement
  - Internal Displacement
  - Forced migration
  - Smuggling and Trafficking
  - Return and reintegration, including post-return outcomes, voluntary and involuntary returns
  - Durable solutions

**WORK ENVIRONMENT:** We are a rapidly growing research organisation: you will be expected to grow with us and carve out your own spot in the team. We look for pro-active, creative individuals who can identify opportunities to make their mark, and identify solutions to problems. We believe in hiring people who can show their ability to be both strong leaders and reliable followers, who have skills that our team currently lacks and who join us to add value from the very start. We hire people who can expand our knowledge, and help us reach our social impact objective in their field of expertise. We work in a fast-paced, demanding and challenging environment: you will need a thick skin, passion and dedication!

Applicants will need to possess and demonstrate the following qualifications and transferable skills:

- Advanced university degree with a minimum of four years of higher education
- At least 5 years of experience working on migration programmes.
- At least 5 years of proven project management experience preferably in fragile contexts
- Experience in migration policy is highly desirable.
- Complete written and oral fluency in English; Exceptional English writing skills
- Second language is an asset and should be linked to areas of Samuel Hall operation
- Proven knowledge of conducting quantitative and qualitative data analysis using NVivo, SPSS, STATA, or Excel
- Proven experience of working with national and international migration stakeholders
- Proven experience of working with or in liaison with government counterparts (regional, national, local)
- Keen attention to detail; pro-active
- Ability to adapt and work well within a team
- Ability to cope well under pressure, work occasionally irregular hours and meet tight deadlines

## Tasks to be Performed under the Contract

### RESEARCH AND MANAGEMENT

- Assume all responsibilities for a project in terms of the project cycle from A to Z, with the assistance of the Project Officer and the Research Assistant, and under the guidance of the Migration and Displacement Pillar Lead.
- Support the Migration and Displacement Pillar Lead as needed.
- Design analytical and conceptual frameworks
- Design research methodologies, including sampling methods and tools
- Conduct secondary research, literature reviews and key informant interviews
- Conduct fieldwork in Africa and Central Asia, depending on security and prior decision
- Oversee fieldwork planning
- Analyse data, transcribe notes, write reports and present at client meetings
- Provide advanced qualitative and quantitative analysis and recommendations in line with policy and academic standards
- Cover various topics and themes related to migration and displacement, including smuggling and trafficking, migration and development, diasporas engagement for development, return and reintegration, and durable solutions.

### TRAINING

- Provide training sessions to sensitize internal and external stakeholders on migration issues
- Promote the capacity building agenda through trainings of civil society actors, government, stakeholders
  - Framework and fundamentals of migration, legal tools
  - Concepts and definitions
  - Humanitarian work and displacement trends
  - Development work and migration trends
- Designing and expanding migration and displacement related training programmes using different media
- Research innovative methodologies for migration and displacement field research

### OUTREACH

- Apply for project proposals and grants as needed
- Support the Migration and Displacement Pillar Lead to develop partnerships, dissemination, and outreach
- Put forward editorial ideas for dissemination work and peer-reviewed publications (including drafting blog entries, articles, papers based on on-going and published pieces, and identifying the right forum and timing for such publications, in line with on-going events, national/regional/global policy dialogues on migration)
- Represent Samuel Hall in national and international conferences on migration and displacement

## Summary of Job Description

<b>Employer</b>	Samuel Hall
<b>Location</b>	Kabul, Afghanistan
<b>Position</b>	Project Manager
<b>Contract Duration</b>	Start date: June 2017 One or two years with a three-month trial period (renewable)
<b>Gender</b>	Any
<b>Nationality</b>	Any
<b>Salary</b>	Commensurate on experience and fitting to the Samuel Hall salary grid standards
<b>Vacancy Announcement</b>	31 May 2017
<b>Vacancy Closure</b>	15 June 2017
<b>Preferred Background</b>	Candidates with degrees in the following fields are encouraged to apply: Migration, development, law, statistics, social sciences, etc.
<b>Minimum Qualifications</b>	Masters' Degree, PhD desirable Academic affiliation desirable (research affiliate or associate level upwards)
<b>E-mail for submission</b>	<a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a>
<b>Submission Guidelines</b>	<p>All applicants should send their cover letter and CV in separate PDF files, each labelled: 'CL/CV – Full name of Applicant' with the e-mail subject line clearly expressed, using the following format: 'Name – Migration and Displacement Pillar – Project Manager.' Three samples of relevant work should also be included.</p> <p>Samuel Hall is an equal opportunities employer. Applications who do not follow the required format will not be considered. Only selected applicants will be notified.</p>