

SAMUEL HALL VACANCY ANNOUNCEMENT

Project Manager

Employer	Samuel Hall
Location	Kabul
Position	Project Manager
Contract Duration	One year with a three month-long probation period
Gender	Female or Male
Nationality	Any
Salary	Variable
Vacancy Announcement	16/05/16
Vacancy Closure	23/05/16
Preferred Background	Economics, jurisprudence, literature, political science, journalism, social sciences, etc.
Minimum Qualifications	Masters degree or equivalent
E-mail Address for Submission	careers@samuelhall.org
Submission Guidelines	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 – Project Manager". 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.

Company Profile

Samuel Hall is an independent think tank providing research and strategic services, expert analysis, tailored counsel and access to local knowledge for a diverse array of actors operating in the world's most challenging environments.

Through a combination of our rigorous approach, experienced staff and vast network, we have successfully accessed complex settings for organisations seeking to accurately gather data and have a positive impact amongst communities. Using our academic background, we bring innovative and game changing insights along with practical solutions to a variety of social, economic and political issues.

Samuel Hall has offices in Afghanistan, Kenya and Somalia, and a presence in France, Germany, Turkey and the United Arab Emirates. We have worked with more than sixty-five organizations in Central & South Asia, East & Southern Africa and the Middle East.

For more information, please visit www.samuelhall.org

Vacancy Summary

Samuel Hall is seeking an experienced and professional Project Manager to join its team for a full-time position based in our Kabul office. The responsibilities of the Project Manager are:

Objective 1 – Research

- Undertake socio-economic research, monitoring and evaluations and consulting missions
- Cover various topics and themes, including public and private sector research, humanitarian and development evaluations and studies on education, migration, marginalized communities, gender, economics, labour and market assessments, protection, rule of law, etc.

- Assume all responsibilities of the project cycle from A to Z until successful and timely completion of all requirements, with the assistance, support and overall guidance of the Directors
- Design research methodologies and tools
- Conduct secondary research and literature reviews and key informant interviews
- Lead qualitative and quantitative fieldwork such as key informant interviews, case studies, focus groups and field observations in Kabul and in other provinces
- Write concept notes, draft and final reports, report highlights and online policy briefs
- Provide strong analysis and recommendations in line with policy and academic standards
- Take full responsibility for all written outputs and align them with company guidelines on style and content
- Prepare presentations for colleagues and clients
- Lead workshops, launches and conferences as needed
- Accomplish the above-mentioned tasks on potentially more than one project at a time

Objective 2 – Management

- Train national and international teams on components of the project cycle
- Manage and supervise field teams' work in the provinces
- Monitor and evaluate the work of team members under supervision
- Liaise with supervisors and technical advisors to improve quality of outputs
- Effectively communicate with supervisors on work progress
- Be proactive and propose innovative ideas for the improvement of the research cycle and office procedures related to research tasks

Vacancy Requirements

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

- At least two years of previous experience conducting qualitative and/or quantitative research
- Excellent spoken and written skills in English
- Keen attention to detail
- Proven experience conducting qualitative and/or quantitative research
- Strong interest in supporting the policies and operations of humanitarian and development actors through field-based research
- Ability to being patient and to work well within a team
- Ability to cope well under pressure, work irregular hours and meet tight deadlines
- Adaptability to tough working and living environments
- Strong ethics