



## 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 policy** to join its Migration and Displacement Pillar for a full-time position based in our Kabul or Nairobi 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 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 thick skin, passion and dedication!

## Vacancy Requirements

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 policy and/or programmes
- 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 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

- Assume all responsibilities of the project cycle from A to Z, with the assistance of Project Officers and Research Assistants, under the guidance of the Migration and Development Pillar Lead.
- Manage a team in-country and remote team members (Research assistants, project officers, researchers)
- Develop research frameworks
  - Design analytical frameworks
  - Design research methodologies and tools
  - Identify gaps and propose solutions regarding tool design, data collection and analysis
- Manage Fieldwork
  - 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
  - Supervise qualitative data collection efforts when needed and manage several enumerators
  - Coordinate quality control mechanisms
- Analysis
  - Analyse data, transcribe notes, write reports and present at client meetings
  - Provide strong analysis and recommendations in line with policy and academic standards
- Contribute to the understanding of the team, brief colleagues on migration-related concepts
- Be proactive and propose innovative ideas for the improvement of research cycle and research procedures
- Cover various topics and themes related to migration and displacement within core themes and sub-themes of the migration and displacement pillar
- Ensure linkages with academic and policy standards on migration and displacement research
- Enhance research uptake through dissemination and outreach

### BUSINESS DEVELOPMENT

- Apply for project proposals and grants as needed
- Support the Migration and Displacement Pillar Lead to develop partnerships, dissemination, strategic expansion
- Put forward editorial ideas for dissemination work (including drafting blog entries, articles, papers on the basis of 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 meetings on migration and displacement
- Create linkages with a network of policy makers, practitioners and other actors to enhance outreach and impact

## Summary of Job Description

<b>Employer</b>	Samuel Hall
<b>Location</b>	Nairobi, Kenya or Kabul, Afghanistan
<b>Position</b>	Researcher
<b>Contract Duration</b>	Start date: March 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>	3 February 2017
<b>Vacancy Closure</b>	1 March 2017
<b>Preferred Background</b>	Candidates with the following experience are encouraged to apply: Migration policy, Migration and displacement programming, development, humanitarian, law Past experience with both public and private sector actors a plus
<b>Minimum Qualifications</b>	Masters' Degree, PhD desirable
<b>E-mail for Submission</b>	<a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a>
<b>Submission Guidelines</b>	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 Pillar Policy Researcher'. Three samples of relevant work should also be included. 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.