

Vacancy announcement



Project Manager at Samuel Hall

Samuel Hall is seeking an experienced and professional Project Manager to join its team based in our Nairobi office. Travel within the Horn of Africa is guaranteed.



Who we are

Samuel Hall is a research think tank of the Global South, applying academic standards to the humanitarian and development fields. We work on generating solutions to some of the world's most challenging contexts and issues. We generate knowledge in the form of primary data and the insights and analysis we provide. We fill in data gaps with the contextual and scientific standards required. By sharing our knowledge, others are able to benefit from our activities, change lives and empower communities.

Samuel Hall has offices in Afghanistan, Kenya and Somalia, with an Innovation Lab (i-Lab) based in Germany. For more information visit www.samuelhall.org

Nature of the role

Samuel Hall is seeking an experienced and professional Project Manager (PM) to join its team for a three-year position. The position will be to support the management of a three-year research and implementation project aimed at improving awareness about safe migration and alternative livelihoods to individuals and communities in selected locations in the Horn of Africa. This will be achieved by working with Government representatives, Non-Governmental Organisations (NGOs) and Civil Society Organisations (CSOs) operating in the countries of origin and transition for migrants.

Management of the project is to be conducted at the company's Nairobi office, working under Samuel Hall's Implementation Research (IR) and Migration Pillars.

Project requirements

Prior experience in migration research, project management, working with Civil Society Organisations (CSOs) and in awareness raising initiatives will be requirements for this role. The successful PM is further required to have:

- At least 5 years' experience in conducting multi-country research studies and managing multi-country research teams in East Africa
- Advanced university degree
- Strong presentation/speaking skills and ability to build strong professional relationships
- A thematic understanding of migration in the context of the East and Horn of Africa
- Proven experience of principles and approaches relating to monitoring and evaluation
- Complete written and oral fluency in English; Swahili is an asset
- Exceptional English writing skills with proven experience in writing research papers and/or policy briefs
- Proven ability to develop quantitative and quantitative tools and methodologies
- Proven ability to analyse quantitative and qualitative data using appropriate software
- Keen attention to detail
- Ability to cope well under pressure, work occasionally irregular hours and meet tight deadlines

- Aspiration to manage with autonomy a three-year large-scale project
- An interest in the role of innovation in research and in delivering humanitarian and development support in challenging environments.

Tasks to be performed under the contract

- Coordinate activities with relevant partners in close collaboration with the IR and Migration Pillar Leads
- Liaise with stakeholders at all levels – including donors and government representatives – presenting Samuel Hall and its research partners in a clear and professional manner
- Lead the design of research tools and methodologies in collaboration with the research team
- Manage and conduct fieldwork in multiple countries of the Horn of Africa:
 - Qualitative research will include case studies, focus group discussions, field observations, key informant interviews, as required in various locations
 - Quantitative research supervision
- Manage project team members both in head office and field locations
- Provide strong analysis in line with policy and academic standards
- Report to supervisors on a daily and weekly basis; to consortium lead on a monthly basis
- Lead the writing of all initial draft documents, with a maximum of two rounds of review by supervisors
- Lead the development and authoring of awareness raising toolkits to be used by CSOs
- Lead the development and authoring of research papers and documentation as required.

Summary of Job Description

Employer	Samuel Hall
Location	Nairobi, Kenya
Position	Project Manager
Contract Duration	Three years with a flexible trial period
Gender	Female or Male
Nationality	Any
Vacancy Announcement	27 March 2017
Vacancy Closure	24 April 2017
Preferred Background	Project management, Research, Data Analysis, M&E, Migration
Minimum Qualifications	Masters degree or equivalent in Development Studies, Political Science, or other. Prior experience conducting research and field assessments. Ability to travel in East Africa for fieldwork.
E-mail for Submission	jared.owuor@samuelhall.org
Submission Guidelines	All applicants should send their cover letter and Curriculum Vitae 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 – PM for BMM”. Three samples of relevant work and names of three references should also be included. <i>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.</i>