

Vacancy announcement



Project Officer at Samuel Hall

BMM

Kenya Office

Samuel Hall is seeking a full time consultant to join the Better Migration Management (BMM) project and support the project team in our Nairobi office. The project examines awareness raising and communications surrounding migration, in particular through working with and building capacity of local civil society organizations. The Project Officer will have the opportunity to apply their research and project management skills across the project countries of operation in East Africa, which include Ethiopia, Kenya, Sudan, and Somalia.



WHO WE ARE: OBJECTIVES AND ETHOS

Samuel Hall is a social enterprise that conducts research in countries affected by issues of migration and displacement. Our mandate is to produce research in countries affected by issues of migration and displacement. 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. We have worked with more than sixty-five organisations worldwide since 2010 through our offices in Kenya, Germany, and Afghanistan.

We are a rapidly growing research organisation. You will be expected to grow with us and carve out your own spot on 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 team players, 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!

VACANCY REQUIREMENTS

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

Required

- At least 3 years of previous experience conducting qualitative or quantitative research
- Excellent spoken and written skills in English
- Master's degree in international relations, migration studies, human rights, humanitarian action, political science, anthropology, or other related subject
- Willingness to travel

Preferred

- Previous experience working on migration topics or in communications
- Experience working with civil society organizations and managing research fieldwork
- Experience in one or more of the project countries of operation: Kenya, Ethiopia, Sudan, Somalia
- Knowledge of Arabic, Amharic, or Somali language a plus
- Keen attention to detail
- Ability to be patient and 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

TASKS TO BE PERFORMED UNDER THE CONTRACT

Project Support

- Liaise with project stakeholders in all countries of operation, maintaining communication lines and awareness of all project elements
- Support the supervision of fieldwork, including of quantitative and qualitative data collection and Monitoring, Evaluation, and Learning (MEL) activities
- Support the Project Manager on operational matters related to planning and organizing workshops, learning forums, and other events related to project progress in relevant countries
- Frequent travel to project countries

Research

- Conduct secondary research and literature reviews
- Participate in or lead qualitative and quantitative fieldwork, including key informant interviews, focus group discussions, and field observations
- Support the design of research tools and strategies
- Draft field reports, final reports, report highlights, and other relevant project reports
- Support the Project Manager in providing strong analysis and recommendations in line with policy and academic standards

Summary of Job Description	
Employer	Samuel Hall
Location	Nairobi, Kenya
Position	Project Officer
Contract Duration	6 – 9 months, with a 3 month trial period, renewable
Minimum Qualifications	Master's degree in international relations, economics, migration studies, human rights, humanitarian action, political science, anthropology, or other related subject
E-mail for submission	careers@samuelhall.org
Submission guidelines	<p>All applicants should send their cover letter and CV in separate PDF files, each labelled: 'CL/CV – Full name of applicant' with the email subject line clearly expressed, using the following format: "Name – BMM Project Officer." Three writing samples of relevant work should be included.</p> <p>Applications who do not follow the required format will not be considered. Only selected applicants will be notified.</p>

Samuel Hall is an equal opportunity employer.