



ADVISOR, POLICY AND RESEARCH

Duration of Contract: 1 year

Reports to: Senior Programme Management Officer

Ref NO: 018/2017

Position Summary: The Advisor, Policy and Research will provide relevant data and information in strengthening policy engagements. He/she will also be expected to conduct relevant research, develop case studies for the different projects in PACJA. Working closely with the monitoring and evaluation Officer, He/She will be expected to track and monitor national, regional and international policy processes and provide the relevant information for policy intervention.

Key Responsibilities

1. Program Management Activities

- Periodically review developments in international climate dialogue and intervention processes, provide advisory to relevant organs of PACJA, and offer backstopping to policy advocacy teams on the relevance of their interventions. .
- Support Research Consultants in the development of their work assist in authoring research reports, briefing notes, policy papers, and other materials as required;
- Coordinate dissemination and follow-up research products, including providing substantive advice on the future direction of the program in terms of research ; and
- Other duties as required.

2. Field Research Management Activities

- Provide insights into the findings of field research, using substantial knowledge (political, institutional, cultural, etc); and
- Other duties as required.

Required Skills and Qualifications

- University degree in social sciences (advanced degree desirable);
- At least 3 years' experience working in the field of international development or research at a professional level
- Proven record of successful interaction with individuals from a diverse array of backgrounds, including government officials, women, the elderly, youth, CSOs, etc;
- Demonstrable experience conducting and analyzing field research and managing a research team;

- Proven interest in issues of Climate change , development , justice and In-depth understanding of networks
- Ability to conduct evidence-based policy analysis and play an active role in the development of program policy and direction;
- Knowledge of computer programs, including Microsoft Word and Excel R,STATA, SPSS,NDVI and MS Excel, and advanced knowledge of research software
- Experience in program management and logistics;
- Punctuality, intellectual curiosity, willingness to take initiative, multi-tasking, and willingness to work under pressure to meet deadlines.
- Fluency in written and spoken English. Knowledge of French is desirable.