VACANCY ANNOUNCEMENT:

Project Lead – Children and Youth Pillar

We are seeking an experienced and professional Children and Youth Pillar Project (PL) to join its team for a full-time position. Samuel Hall’s Children and Youth Pillar covers a wide range of topics related to children and youth, including child protection, education, child labour, youth employment, social protection, gender, M&E, migration and more.

The PL is in charge of the timely delivery of the research project(s) they manage and of all the associated organisational responsibilities. Their role is essential to the effective operationalising of a research project and ensures clear leadership to the various team-members involved. The Project Lead is also Samuel Hall’s focal point with the client and ensures a smooth and considerate relationship throughout the duration of the research. The position will require travel to Samuel Hall countries of operation and for fieldwork. The position will be based in Kenya or Tunisia in the longer term; may be initially remote due to COVID-19 lockdowns.

Who We Are

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programmes and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience of complex and fragile settings. With offices in Afghanistan, Germany, Kenya, Tunisia and the United Arab Emirates, we are based in the regions we study.

We have over ten years’ experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organisations and NGOs, as well public and private sector entities. It’s an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South’s high-potential, fast-growth social enterprises. For more information, please visit www.samuelhall.org.

WORK ENVIRONMENT: We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your own spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team-players who can add value from the very start, expand our knowledge and help us to maximise our social impact.

Tasks & Responsibilities

Objective 1 - Team Management and Coordination

- Enact the timeline implementation and execution of the RM’s vision for the project
- Head all research and internal communications processes
- Accountable of all project finances, reporting, liaison with finance and admin teams
- Manage project team members both in office and field locations
- Train national and international teams
- Produce, review and approve key project documents in coordination with area coordinators and admin/finance teams
- Oversee fieldwork authorisations processes under the responsibility of the area coordinators
- Coordinate activities with relevant partners
- Responsible for timely submission of deliverables and timely invoicing

Objective 2 - Client Management and Communications

- Manage day-to-day client requests and all day-to-day internal/external interfacing for the project
- Prepare and lead presentations for stakeholders (internal and external)
- Report on a regular basis to the Research Manager / Pillar Lead
- Maintain and coordinate an efficient system of data sharing and data uploads of all project-related data

Objective 3 - Research

- Lead Research and Planning Teams
- Manage mixed methods fieldworks in multiple countries
- Produce the design of research tools, research methodologies and outputs as requested by the Research Manager
- Manage, train and task research assistants and area coordinators
- Execute the quality and timeliness of the collected data
- Design the data collection, in particular qualitative, and fieldwork as agreed with the Research Manager
- Contribute to analysis, report writing and dissemination

Opportunities for Growth

Working at Samuel Hall means that you are contributing to ground-breaking, innovative, and rigorous work that bridges research, implementation and policy. Most of our training happens on the job, but as part of our investment in learning and development, everyone is encouraged to apply for up to five days of paid professional development leave and financial resources to enable them to acquire new skills and knowledge.

Vacancy Requirements

Required
- A Master’s degree in a related field (Master’s degree in statistics, International development, political science, education, migration studies, anthropology or other social sciences)
- A minimum of 4 years of relevant experience of research in contexts of migration, economics, and international development
- Proven ability to manage multi-sited teams and multiple projects
- Proven experience in writing research papers, consultancy reports, evaluation assignments and policy briefs
- Proven experience in project management and leading teams
- Proven expertise in quantitative and qualitative data analysis and tools (for example, R, SPSS, NVIVO)
- Knowledge of key institutional frameworks and stakeholders
- Excellent verbal and written skills in English.
- Keen attention to detail
- Ability to be patient and to work well within a global team
- Ability to cope well under pressure, occasionally work irregular hours and meet tight deadlines

Desirable
- French, Arabic, Dari, Pashto and/or additional languages
- Past experience specific to the East and Horn of Africa, Central/South Asia, and/or the Middle East and North Africa

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<thead>
<tr>
<th>Location</th>
<th>Nairobi, or Tunis</th>
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<tbody>
<tr>
<td>Position</td>
<td>Project Lead</td>
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<tr>
<td>Contract duration</td>
<td>24 months, renewable, with a trial period</td>
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<td>Vacancy closure</td>
<td>Open until filled</td>
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<tr>
<td>Email for submission</td>
<td><a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a></td>
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<td>How to apply</td>
<td>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: “Name – Project Lead – Children and Youth Pillar” Three samples of relevant work and three references should also be included. Please provide current or previous salary information.</td>
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Samuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified, and interviews are conducted on a rolling basis.