

## VACANCY ANNOUNCEMENT:

### Project Lead - Migration & Displacement Pillar

We are seeking an experienced and professional Migration & Displacement (Pillar 1) Project Lead (PL) to join its team for a full-time position based in our Nairobi office. Samuel Hall's Migration & Displacement Pillar covers a wide range of topics on durable solutions, return and reintegration, migration and development, cross-border mobility, trafficking in persons, smuggling, aspirations and migrant ecosystems, internal displacement and IDPs, and refugee protection.

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 Nairobi, Kenya 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](http://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
- Hold weekly coordination meetings with other PLs.
- Source and manage project team members both in office and field locations.
- Train national and international teams, and proactively self-train to address identified skills gap.
- Monitor and evaluate the work of team members and project components.
- Produce, review and approve key project documents in coordination with the area coordinators and admin/finance.
- 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.
- Manage the access of other colleagues to the client.
- Prepare and lead presentations for stakeholders (internal and external)
- Maintain and coordinate an efficient system of data sharing and data uploads of all project-related data.
- Report weekly or bi-weekly to the RM on all aspects of the project and to clients and partners on a weekly basis
- Present internal project findings to all staff in various formats

##### Objective 3 - Research

- Lead Research and Planning Teams (RPT)
- Manage mixed methods fieldworks in multiple countries.
- Produce the design of research tools, research methodologies and outputs as requested by the RM.
- 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 RM.
- Contribute to analysis, report writing, and dissemination as agreed with the RM.

## 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 International Relations, International Development, Political Science, or a related field
- A minimum of 4 years of relevant experience of research in the migration and displacement field
- Past experience specific to the East and Horn of Africa, Central/South Asia, and/or the Middle East and North Africa
- 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
- Strong presentation skills and ability to build professional relationships.
- 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

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

Location	Nairobi
Position	Project Lead
Contract duration	24 months, renewable, with a trial period
Vacancy closure	Open until filled
Email for submission	<a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a>
How to apply	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 - Migration and Displacement Pillar". <b>Three samples of relevant work and three references should also be included.</b>  Please provide current or previous salary information.
<i>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.</i>	