VACANCY ANNOUNCEMENT:
Area Coordinator - Research Operations Unit, Samuel Hall

Samuel Hall is seeking a motivated individual to join its team for a full-time position as an Area Coordinator to be based in our Tunis office. The Area Coordinator will oversee our research operations across the Middle East and North Africa including overall coordinating, consolidating, and ensuring smooth implementation of project and operations’ activities and adherence to logistic, human resource, administration and security procedures. In addition, they will work closely with their line manager to support other related research operations within the MENA region.

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 as 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 - Research

● Enables local execution of the research project
● Contribute to finalise data collection instruments, including questionnaires, surveys and field procedures.
● Monitor and lead the entire data collection process, from training of enumerators, and quality control
● Build capacity for data collection, data management and data analysis
● Supervises the work of field teams
● Ensures quality control of:
  ● Evaluation and training
  ● Translation
  ● Tools development
● Responsible for resource management and budget supervision in the field
● Advises on feasibility and flags major concerns
● Lead and Manage Samuel Hall’s Call Centre
  ● Perform all activities with regards to phone-based surveys /call centre including managing enumerators, keeping contacts with the field focal points, address any field issue, making sure targets are achieved as per the plan, reporting and etc
● Support research teams on
  ● Quantitative tool development and coding (XLS)
  ● Uploading the survey tools on KOBO, pre fieldwork assuring tools
  ● Monitoring of data collection, quality control, assuring to achieve the target
  ● Collecting, aggregating the collected data and extract in useful formats for preliminary analysis
  ● Data cleaning on survey result using Excel
  ● Translation of the initial survey data to the SPSS for further analysis
  ● Running of frequency and cross tabulation from the collected dataset for collaborating of PO/PM in report writing.
● Manage Project Data Entry using EPI Data

Objective 2 - Operations

● Maintains a:
  ● roster of local consultants and service providers
  ● database of key contacts - government, NGOs and other organisations
● Coordinates monthly with other area coordinators on processes, method and tools
● Leads planning in area of responsibility and problem-solves planning challenges
● Provide daily coordination between the project team and counterparts, ensuring that concerns are effectively communicated between parties, flagging emerging issues that may be of potential concern to the team, and ensuring that effective and productive collaboration is maintained.
● Ensure that targets are met on time, and that all activities are carried out in accordance with the study design
● Ensure robust monitoring, evaluation and financial accountability systems are in place and implemented
● Participates in research outputs and client meetings
● Secures stakeholder authorisations
● Develop and maintain effective working relationships with local coordination structures and stakeholders

Objective 3 - Safety and Security
● Act as Security Focal Point for area of operation, and own and oversee implementation of Comprehensive Planning Processes (CPPs).
● Develop CPPs

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. We commit to helping you to:

- **Grow within the organisation**, with gradual increases in responsibility and accountability, and exposure to our different roles within the Research Operations Unit.
- **Grow to become a sought-after focal point for development and humanitarian actors**, with the opportunity for continued learning, and the chance to become a key voice in your area of expertise.
- **Grow your personal and professional network** as we expand our list of partners. The Research Operations Unit is a new and expanding team within Samuel Hall that rewards ambition. Whatever your personal career goals, there is a real opportunity to help shape the strategic direction of the organisation and to contribute directly to our continued growth.

Vacancy Requirements

**Required**

- A Bachelor’s degree in Social Science or related field
- A minimum of 3 years of relevant research experience in contexts of migration and displacement, preferably in MENA
- Excellent spoken and written skills in English and Arabic
- Effective communication skills including strong facilitation/negotiation and coordination abilities.
- Willingness and ability to undertake frequent travel in the MENA region
- Basic skills in research tool development, quantitative and qualitative data analysis and tools (for example, MS Excel, SPSS, NVIVO)
- Keen attention to detail
- Ability to be patient and to work well within a global team

**Desirable**

- Prior knowledge of research in contexts of migration, displacement, and international development.
- Spoken and written skills in French
- Knowledge of key donors and stakeholders

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<thead>
<tr>
<th>Location</th>
<th>Tunisia</th>
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<tbody>
<tr>
<td>Position</td>
<td>Area Coordinator</td>
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<tr>
<td>Contract duration</td>
<td>12 months, renewable, with a trial period</td>
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<tr>
<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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<tr>
<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 – MENA Area Coordinator”. Three samples of relevant work and three references should also be included.</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.*