

VACANCY ANNOUNCEMENT: Junior Area Coordinator – Samuel Hall

Samuel Hall is seeking a highly motivated individual to join its team for a full-time position as a Junior Area Coordinator to be based in our Nairobi Office. The Junior Area Coordinator will play a key role in overseeing our research operations in Somalia, Somaliland, and Puntland, including overall planning and coordination of field operations, maintaining relations with partners, and contributing to final project reports. In addition, s/he will work closely with the Research Operations Manager to support other related research operations within the East and Horn of Africa 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 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

-
- Support research activities, including tool development and drafting of final reports
- Support the contextualization of research projects, tools and fieldwork strategies
- Support development of methodological frameworks, tools design, data analysis and data validation
- Coordinate, lead, and ensure timely data collection, maintaining Samuel Hall's quality standard protocols
- Transcribe, translate, and draft comprehensive interview notes, reports and tools
- Coordinate planned and ongoing research activities throughout the research life cycle
- Undertake primary data collection (qualitative and quantitative).
- Provide input into to project deliverables as required

Objective 2 - Operations

- Maintains a:
 - roster of local consultants and service providers
 - database of key contacts - government, NGOs and other organisations
- Responsible for fieldwork preparation and implementation in area of responsibility, with the support of Area Coordinator and/or Senior Area Coordinator
-
-
- Coordinate, lead, and ensure timely data collection, maintaining Samuel Hall's quality standard protocols
- 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
- Transcribe, translate, and draft comprehensive interview notes, reports and tools
-
- 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 Comprehensive Planning Process strategies

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.

Vacancy Requirements

Required

- A minimum of 2 years full-time relevant work experience in a similar role
- A Bachelor's degree in Social Science or related field
- Excellent spoken and written skills in English (Somali, Arabic and/or additional languages a plus)
- Effective communication skills including strong facilitation/negotiation and coordination abilities.
- Willingness and ability to undertake frequent travel to Somalia (Kismayo, Hargeisa, Baidoa, Galmudug, etc.)
- Keen attention to detail
- Basic skills in research tool development, quantitative and qualitative data analysis and tools (for example, MS Excel, SPSS, NVIVO)
- Demonstrated interest in humanitarian and development work
- *Existing work authorisation in Kenya is required.*

Desirable

- Prior knowledge of editing and research in contexts of migration, displacement, and international development.
- Experience specific to the East and Horn of Africa
- Knowledge of key donors, institutional frameworks and stakeholders

Location	Nairobi (<i>Existing work authorisation in Kenya is required.</i>)
Position	Junior Area Coordinator
Contract duration	12 months, renewable, with a trial period
Vacancy closure	Open until filled
How to apply	All applicants should follow this link to apply https://assessment.testgorilla.com/testtaker/publicinvitation/5fabd275-436f-46b5-973d-fee5f5dacf26

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.