

Role Profile

Poverty Research Director (Nairobi)

DI's vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth. Our mission is to ensure that decisions about the allocation of finance and resources result in the end of poverty, increase resilience and security of the world's most vulnerable people, and ensure no one is left behind. We work to make sure these decisions are underpinned by objective and transparent data and evidence, and lead to increased accountability and sustainable long-term outcomes.

DI works to increase and improve data quality, to make data and information accessible and relevant to inform decision-making. We work alongside partners and policymakers to identify sustainable solutions to the problems of poverty and insecurity, the causes of crisis and impact of the environment. We provide technical expertise to increase individual and organisational capacity to use data. We work to ensure that the standard of data collection, publication and use is continuously improved to make it accurate, disaggregated and forward-looking.

DI's Africa Hub was established in 2011 to provide a regional perspective on the organisation's work and is based in Nairobi, Kenya.

Role and content

Reporting to the Executive Director, the Director of DI's new thematic area, **Progress of People in Poverty**, will be based in our Nairobi office and lead the work stream for the whole organisation. The ideal candidate will be highly experienced in the area of extreme poverty and analysing data on people in poverty, how they are affected by climate, conflict, natural disasters, economic shocks and other factors that keep them in poverty and hold them back from benefiting from progress and growth. The Director must have strong experience of working with poverty and vulnerability data (national and global) and be able to train and mentor staff on understanding data and analysing it.

The post-holder will lead this new area of DI's work and oversee our country work. This involves looking at how data on poverty and vulnerability is collected and how it can be improved; providing technical support to national level actors to improve their systems; and engaging in the global policy debate to end poverty in all its forms everywhere and ensure no one is left behind. The Director will conceive new streams of work and oversee their development and implementation across offices and global locations. They will be responsible for the delivery of all projects (supported by project managers and project sponsors) under the thematic area.

The Director will also play a leadership role for DI in the East Africa region, representing the office and overseeing our staff and smooth running of the offices. They will be supported by senior-level staff in East Africa responsible for the administration of the offices and project management and report directly to our finance and project management department leads. They will also be responsible for the pastoral line management of staff under their remit.

We are seeking someone who has previously held senior management positions in international development or a related sector. A self-driven, passionate and highly motivated person with skills and experience in strategic management, mobilising resources and managing an office and teams based in multiple locations with a focus on enabling DI to perform at the highest levels in complex and changing environments. The successful candidate will be based at the DI Africa Hub in Nairobi, Kenya, but with substantial travel both within and outside Africa.

Person specification

Education/qualifications

- Bachelor / Masters degree in economics (or other numerate subject)
- At least 10 years experience in a research-focused role within the development sector managing teams of people and an extensive body of research
- Demonstrable experience of data management and applied statistics and/or experience with electronic data collection platforms.

Knowledge/technical skills

Essential

- Extensive experience of working on issues of poverty and vulnerability (global, national and sub-national)
- Detailed knowledge of poverty and vulnerability data and experience of analysing it, as well as understanding the methodology behind how it is compiled and limitations
- Good depth of knowledge of the global and African development sector including the policy environment and development agenda including discussions on the Sustainable Development Goals, development finance, transparency and open development agenda, Africa Union and East Africa Community development strategies and how these can be influenced through effective communications and engagement
- Ability to engage strongly with the global development narrative, and to switch between a global and an African focus rapidly, to maximise DI's contribution in Africa and to ensure that an African perspective shapes DI's global approach
- Track record of producing high profile publications and reports using data
- Strong network of organisations and experts working in the poverty field
- Proven ability to lead a thematic area in an organisation
- Demonstrated ability to work with governments, donors and/or partner organisations
- Experience with presenting research findings at public forums, including to non-research-focused audiences
- Demonstrated ability to play a leadership role in an organisation and represent it externally as required
- Ability to work as a member of a team and train, develop and mentor staff to increase their skills, undertake excellent data analysis and become experts themselves on poverty and vulnerability
- Strong budgeting and financial management skills
- Strong written and oral communication skills, fluency in English
- Experience in supervising research teams

Desirable

- Knowledge of statistical, data manipulation and/or visualisation packages
- Knowledge of how data is collected and managed at a national level for global monitoring of development outcomes
- Experience of living and working in different country contexts including developing countries
- Fluency in other languages would be a significant advantage, specifically French, Portuguese and/ or Spanish
- Experience of working collaboratively across time zones within a multi-site organisation

- Experience of writing donor reports and grant proposals

Personal skills/qualities

- Rigorous and conscientious – able to ensure accuracy and quality of outputs, check statistics and methodology, formulae and calculations, written briefings and policy conclusions
 - Investigative in nature and persistent in obtaining and validating new information, with great attention to detail
 - Culturally sensitive with demonstrated ability to work successfully and independently with diverse constituencies
 - Organisational leadership skills – experience of being part of an organisation's leadership team and a track record of delivering multiple projects of high quality within budget
 - Ability to work under pressure yet deliver on time
 - Supportive of an ambitious organisation, actively helping to meet its goals and positively supporting change and development
 - Ability to manage multiple projects simultaneously to different timeframes
 - Excellent communication and presentation skills with ability to represent the organisation at all levels
 - Leader who is able to motivate staff and lead by example
 - Considerate and supportive, a self-starter able to work collaboratively within and across teams and to organise time accordingly
 - Flexibility and willingness/ability to travel (including abroad) often at short notice, for specified periods
 - Willingness, on occasion, to be contacted out of office hours as may be required.
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Duties/responsibilities

DI leadership team

- Keep the DI Executive Director up to date on all developments in the organisation that relate to poverty and vulnerability – understanding of trends, developments in the data and how the data can support the reduction of poverty
- Ensure that rigour is applied in research design, data management and analysis, and overall management of the poverty portfolio
- Work with other directors and leads to ensure that poverty issues are firmly integrated into DI's work
- Ensure that research outputs and processes are properly documented for learning and management decision-making
- Promote inter-theme collaboration and sharing of best practices
- Support the Executive Director in the development of new strategies that incorporate improved understanding of poverty issues and trajectories
- Ensure all work undertaken is essential and relevant to achieving the organisation's strategy
- Support and guide the generation and management of data at DI to ensure its accuracy for analysis and effective use by external stakeholders

External representation

- Represent DI's work externally at a senior level as required
- Respond to questions on DI methodology for reports from the media and other stakeholders as required
- Develop and maintain strong networks with other research organisations and think tanks to ensure DI research is relevant and does not repeat or duplicate existing research

- Ensure the team are aware of the policy context and the policy questions the research is seeking to address and ensure it meets the external requirements of our key stakeholders
- Establish a network of researchers to peer review DI's major research publications and ensure a framework for review is established across DI to embed the process into our analysis systems

Enhance the reputation of DI's analysis globally and ensure a consistent quality is maintained across the organisation. Other key areas include:

- **Financial management:** The Director will provide overall strategic leadership for the Africa Hub's multi-year planning and budgeting, ensuring that specific annual budgets and allocations are in place. They will also ensure the efficient use of resources, working directly with the DI Director for Finance and Business and with the Africa Hub's Office Manager.
- **Maintaining relationships:** The post-holder will be expected to cultivate new prospects and maintain relationships, including those with potential and existing partner organisations, donors, governments and other development communities. They will also be responsible for building links with DI's other southern partners and offices in Brazil and South Asia to develop closer programming and relations for greater global impact.
- **Oversight for human resources:** The Director will have strategic oversight of the human resource objective, whose routine functions are managed by the Africa Hub's Office Manager. This will include ensuring that the organisation's HR policies and processes are properly implemented and monitored and that the annual performance appraisals process is rigorously followed.
- **Quality assurance:** The Director will ensure that the Africa Hub's quality of work is maintained and enhanced.
- **Monitoring and evaluation:** The Director will have general oversight of the monitoring and evaluation function, including ensuring that relevant colleagues provide timely and adequate data and research and assess the impact of the office against objectives and outcomes.

General responsibilities

- Work with DI's Executive Director to provide strategic leadership of the Africa Hub.
- Mobilise and motivate Africa Hub team members to efficiently and effectively undertake their work.
- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of DI company policies and procedures and legal requirements in relation to personal conduct.
- Undertake other reasonable duties as necessary

Contractual details

Start date: ASAP
 Location: Nairobi, Kenya
 Salary: £60,000-£65,000
 Hours: 35 hours per week
 Probation: 3 months
 Leave: 30 days plus all bank/public holidays (as appropriate for country)
 Benefits: See <http://devinit.org/#!/about/working-for-us>

Application details

Your CV (no more than 3 pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the role profile, should be emailed to: HR.Africa@devinit.org, quoting ref: DirAfrica in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 8 January 2016

1st Interviews: week commencing 18 January 2016

2nd Interviews: February 2016 (dates to be confirmed)

Other

Initial interviews will be conducted by Skype. Shortlisted candidates should expect to attend an interview in Nairobi, Kenya.

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

We are able to offer a relocation allowance if required.

We are unable to offer sponsorship for a work permit/Visa application. Evidence of right to work will be requested.

Due to the volume of applicants that we receive, we regret to say that we will be unable to acknowledge receipt of your application and if you do not hear from us within 4 weeks of the closing date, please assume that your application has been unsuccessful.

DI is an equal opportunities employer and in line with our policies we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form, see <http://devinit.org/#!/about/vacancies>