JOB OVERVIEW

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Research Manager</th>
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</thead>
<tbody>
<tr>
<td>HOURS OF WORK</td>
<td>Full time (35 hours per week)</td>
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<tr>
<td>DURATION</td>
<td>Available until June 2028, subject to a probation period of three months</td>
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<tr>
<td>LOCATION</td>
<td>Ghana</td>
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<tr>
<td>TRAVEL</td>
<td>5-10%</td>
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<tr>
<td>REPORTING TO</td>
<td>Senior Research and MEL Manager</td>
</tr>
<tr>
<td>DIRECT REPORT</td>
<td>Research Assistants</td>
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<tr>
<td>SALARY</td>
<td>Competitive - dependent on experience</td>
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ABOUT ESSA

Education Sub Saharan Africa (ESSA)’s vision is a high-quality education that equips millions of young people in sub-Saharan Africa (SSA) with the skills they need for work, enables them to achieve their ambitions, and strengthens society. Therefore, we bring together a network of young people, educators, funders, and policymakers and provide them with data and evidence to make good decisions and to change the system. This is an exciting opportunity to join a small but passionate and driven team based in Africa and Europe, to play a key role in advancing our work, impact, and partnerships in sub-Saharan Africa and beyond.

ESSA’s values are at the heart of everything we do, and they are:

- Evidence-driven: We are driven by data and evidence to find what works best, building an evidence alliance for education in sub-Saharan Africa.
- Solutions-focused: We seek the highest impact for young people and educators in sub-Saharan Africa with the cost-effective funds we invest.
- Strengthening Trust: We strive to create supportive environments, building trust with the communities we work with.
- Always learning: Everyone’s opinion is valuable; we develop solutions through teamwork.

To find out more about ESSA, visit essa-africa.org.

ABOUT THE ROLE

ESSA is growing its portfolio of work, delivering entrepreneurial and innovative demand-driven research, evidence synthesis, provision of evaluation and other technical services to organisations or consortia. The Research Manager is therefore an important and exciting new role that will strengthen this area of ESSA’s work and help us achieve our vision for education in Ghana and possibly beyond.

The Research Manager will be part of a vibrant team to deliver a new programme; Leaders in Teaching (LiT), to support teachers and improve teaching and learning in secondary schools in Ghana. The post-holder will collaborate with others at ESSA, to implement such innovative work to high-quality standards and within budgets.

The postholder will make significant contribution to the implementation of the Leaders in Teaching (LiT) programme, with emphasis on research work in collaboration with the Ministry of Education and Ghana Education Service. In particular, the Research Manager will oversee the daily research related deliverable on the LiT programme by managing various work streams including daily supervision of research assistants in their delivery. The individual should be ready to help in evidence generation, develop targeted and relevant policy brief for engagements with government and other stakeholders.

RESPONSIBILITIES INCLUDE

- Directly deliver research activities – develop research concepts, design tools and protocols, support to build capacity of enumerators, supervise field data collection activities by providing the necessary hands-on support where necessary, analyse and present report within timelines.
- Lead in research activities including, desk studies, literature reviews with support from the Head of Research.
- Supervise research assistants in their work.
- See to the smooth integration of programmes into ESSA MS project.
Monitor the delivery of programme tasks, ensure good performance and keep records on appropriate lessons for future learning.

- Keep the Head of Research, Innovation and Implementation apprised of all developments on the programme within the work portfolio.
- Participate in routine team meetings with staff and any external as designated by authority as required.
- Participate in the dissemination of results via presentations and reports to academic and non-academic audiences.
- Any other assigned task under the instruction of the Head of Research.

### PERSON SPECIFICATIONS

**ESSENTIAL:** We are looking for the following attributes, although you may be more experienced in some areas than others.

- A master’s degree in Education, Economics, Sociology, Development Studies, or other relevant area that uses relevant literature and research methods.
- At least 3 years of extensive experience in conducting social science or economic field research in developing countries required. Background in randomized control trials is preferred.
- Extensive experience in quantitative and qualitative research designs and tools development is preferred.
- Strong written and oral communication skills in English language is required.
- Ability to undertake literature searches, prepare information, write summaries, and engage with researchers to a requirement.
- Passionate about increasing the visibility of education research by African scholars.
- Excellent computer skills, including proficiency in MS suite or equivalent reference database. Ability to use statistical software - STATA and or R.
- Ability to critically review literature across different disciplines and research methods, including to highlight common themes and gaps.
- Experience in organising and/or participating in stakeholder consultations, conferences, workshops, and webinars, engaging with people at all levels from different backgrounds and viewpoints.
- A team player who has cultural awareness/sensitivity; is committed to respecting and valuing equality, diversity, and inclusion, and understands how these apply to their own area of work.
- Ability to work independently with accuracy, using own initiative and under minimal supervision.
- Excellent attention to detail, commitment to high standards and ability to meet tight deadlines.
- Proactive, efficient, creative, collaborative, ethical, entrepreneurial and a problem-solver.
- Ability to draft reports, journal articles, blogs, and other relevant outputs to a high standard.
- Demonstrate a commitment to ESSA’s values and vision.

**Desirable**

- PhD in a relevant area.
- Knowledge of research in international development, particularly tertiary education in Africa.

### Equality & diversity

The importance of equality, diversity, and inclusion (EDI) underpins our mission and values at ESSA. We prioritize inclusion and celebrate the breadth of knowledge and experience working across different cultures brings to the organization. EDI at ESSA is embodied in the current composition of our Board of Trustees and our workforce, which strongly reflects the communities we work in, and we actively encourage applications from people of all backgrounds and cultures.

### How to apply

To apply please complete the form by clicking on [this link](#). Please ensure that your CV and cover letter are saved using your given name and surname. For example, Firstname.Surname – CV.

The closing date for applications is **Thursday, 31 August at 0900hrs GMT.**

First round interviews will be conducted virtually in the week commencing **11 September 2023.**

Unfortunately, we do not have the capacity to respond to all applications received. We can assure you that your application will be thoroughly reviewed against the person specification above, but we are a small team and if you do not hear from us, it means your application has not been taken to the next stage of the recruitment process this time. We would like to thank you in advance for your time and interest in ESSA. Please do keep an eye on our social media channels for future opportunities.