**JOB OVERVIEW**

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>Research Policy Manager (East Africa)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOURS OF WORK</td>
<td>Full time - 35 hours per week</td>
</tr>
<tr>
<td>PERIOD OF APPOINTMENT</td>
<td>Permanent</td>
</tr>
<tr>
<td>LOCATION</td>
<td>Kenya</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>10-15%</td>
</tr>
<tr>
<td>REPORTING TO</td>
<td>Director of Research and Programmes</td>
</tr>
<tr>
<td>DIRECT REPORTS</td>
<td>None</td>
</tr>
<tr>
<td>SALARY</td>
<td>Competitive - dependent on experience</td>
</tr>
</tbody>
</table>

**ABOUT ESSA**

Education Sub Saharan Africa (ESSA)'s vision is high-quality education that equips millions of young people in sub-Saharan Africa 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 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](http://essa-africa.org).

**ABOUT THE ROLE**

The Research Policy Manager (East Africa) role is an important position in the ESSA team, increasing the impact of our work through policy-relevant insights and engagements. The successful applicant will work with stakeholders in the region to improve use of evidence and data from Africa within the higher education system. The role will advocate for improved data collection, harmonisation and management in the region, and strengthening of the capacity of relevant personnel based in and outside tertiary education institutions to achieve the vision. Therefore, the role holder will develop key professional relationships with a range of research/project implementation partners, education leaders, policymakers, and practitioners in this region and beyond. The individual will provide these stakeholders with relevant data and insight, highlight data gaps, and support them to make evidence-based decisions that will positively impact tertiary education for the youth.

**RESPONSIBILITIES INCLUDE:**
• Lead and/or support the development and management of new and ongoing tertiary education research projects at ESSA, using varying methods to enrich ESSA’s research.
• Analyse research findings to generate new insights for solving problems and present these insights to stakeholders in formats that are accessible and understandable to them.
• Work alongside ESSA’s partners to identify research and advocacy priorities and co-create solutions where relevant.
• Provide project management function for research projects, including ensuring that monitoring, evaluation, and learning are firmly embedded, and relevant metrics and impact captured.
• Keep track of trends in tertiary education research in East Africa, identify and build a network of key stakeholders such as national government officials, influencers, partners and funders that ESSA could engage with to increase use of our research evidence and impact, and to leverage additional funding for this important work.
• Provide input into ESSA’s strategy, in particular as it relates to strengthening use of evidence and data to improve education in East Africa.
• Collaborate with ESSA’s research team and other staff members (including the communications team, interns, and external consultants), and with partner organisations in East Africa and beyond, to achieve ESSA’s vision and mission.
• Organise or contribute to ESSA’s events such as webinars, seminars, conferences, and roundtable events, to seek external views, communicate ESSA’s work, and increase its impact in and outside Africa.
• Seek opportunities to represent the ground-breaking work of ESSA and its partners at external events.

PERSON SPECIFICATION

ESSENTIAL: We are looking for the following attributes, although you may be more experienced in some areas than others.
• Educated to Masters-level in a relevant subject such as education, international development, or other social science.
• Significant experience (>5 years) of conducting or coordinating research in an academic, government, industrial/commercial or non-profit organisation, ideally in a developing country in Africa.
• Familiarity with research design, conducting primary and secondary research, quantitative and qualitative research, and survey design and implementation. Able to process, critically analyse and synthesise research data to capture evidence-based insights.
• A good understanding of how to apply monitoring, evaluation and learning in research projects, for impact on research and policy.
• Excellent oral and written communications skills. Proven ability to generate and communicate important research data and evidence to education stakeholders through information briefs, academic publications, and reports for diverse audiences.
• Experience of organising and/or participating in stakeholder consultations, conferences, workshops, seminars, and webinars, engaging with people at all levels from different backgrounds and viewpoints.
• Ability to build and manage internal work relationships, as well as network effectively with external agencies and advocate for positive change.
• An independent worker but also a team player; able to thrive in an internationally dispersed team; respectful of diversities and can demonstrate commitment to ESSA’s values.
• Proactive, creative, and collaborative problem-solver who is confident about taking own initiative and meeting tight deadlines.
• Self-motivated, strong interpersonal, organisational, project/stakeholder/people management.
• Computer literate, including familiarity with information databases and Microsoft Office suite.

DESIRaBLe: You will be more successful in the role if you have:
• Educated to PhD level in a relevant discipline (see above).
• Experience of working in a cross-functional team.
• French speaking.
• Direct experience of the higher education system in East Africa.

EQUALITY & DIVERSITY

The importance of equality, diversity, and inclusion (EDI) underpins our mission and values at ESSA. We prioritise inclusion and celebrate the breadth of knowledge and experience working across different cultures brings to the organisation.

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 the 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 the 2nd January 2024 at 0900hrs GMT.