



## POLICY AND RESEARCH OFFICER

### ISPR Background:

The Institute of Social Policy and Research (ISPR) seeks a Policy and Research (P&R) Officer to support its policy analysis, research and analytics work that aims to generate information to inform the South Sudanese people on the ongoing peace process, economic, social and governance policy issues in the country.

Institute of Social Policy and Research (ISPR) is a public policy and research center committed to undertake impartial social, economic and governance policy research, and conduct tailored capacity development trainings, and management consultancy for civil society groups, and the public and private sectors. ISPR is registered by the RRC under the RRC Act 2016 and NGO Act 2016 with registration number 1122 as not-for-profit institution.

We bridge the policy research gaps in South Sudan and offer expert contextualised analysis on public policies, legislation and capacity development mechanisms that assist to build strong institutions. We also create the platform that brings government, the private sector, and the civil society to work together to fast-track policy development that respond to the needs of the South Sudanese people.

### Position Overview:

The P&R Officer will strengthen the capacity within ISPR to conduct research and analytics support toward the Institute's programmatic goals. The P&R Officer, in consultation with the Chief Executive Officer, will generate ideas for and conduct quantitative and qualitative research projects. S/he will analyze data, conduct project baseline surveys, project evaluation, author policy briefs, and special reports and other publications relevant to the Institute's priorities. It is expected that the portfolio of projects that the P&R Officer will work on at any point in time will span a diverse array of peace building, governance, economic and social policy issues. While many of the projects are likely to be responsive to short-term needs, it can also be expected that the P&R Officer will be working on larger scale projects with longer durations. Many of these projects are also likely to include complex data and advanced analytics.

The P&R Officer must be able to work collaboratively and productively with the Institute's short-term and long-term consultants. The P&R Officer will also work with the Chief Executive Officer to prepare reports for external publication, create documents for the ISPR website, prepare materials for ISPR-sponsored events, and help operationalize more advanced data visualizations.

This position reports to the Chief Executive Officer. As a member of a small team, this position offers an excellent opportunity to be involved in a wide range of research projects informing policy issues at the national, state, and local levels. ISPR is committed to mentoring and providing learning opportunities.

### Management of Policy Research and Project Evaluations

The Policy and Research Officer will be responsible for:

- Identifying new research ideas, including developing research designs.
- Conducting and/or overseeing assessments and background research to track policy developments and help determine how ISPR should respond to emerging issues.



- Writing publications for the ISPR website, including fact sheets, issue briefs, data briefs, infographics, blog posts, and reports, as well as drafting components of peer-reviewed publications.
- Drafting presentations summarizing policy issues and original ISPR research.
- Briefing ISPR management on research-related projects.
- Working with the communications team to help build an external-facing presence for ISPR research projects.
- Attending and taking detailed notes at internal and external meetings and conferences.
- Managing the development of a system for identifying and tracking timely policy issues pertinent to South Sudan.
- Possible supervision of other staff depending on the level of experience.
- Monitoring media news especially on TV and Radio and summarise verbatim the scripts for submission every day.
- Support the development of technical and financial proposals for baseline surveys and end of project evaluations for clients.

### Coordination of Organisational Capacity Development Trainings

- Design and develop interactive training programs (outsourced or in-house) for civil society, private and government entities. For example, M&E Trainings, Project Cycle Management, Statistical Softwares etc.
- Select the best training methods or activities for a particular purpose and audience (e.g. role playing, mentoring, on the job training, professional development classes, etc.).
- Market training opportunities to civil society groups, government and private sector employees in an engaging and compelling way that provides all necessary information and entices participation
- See the big picture and conduct whole-organization needs assessments, identifying skills or knowledge gaps that need addressing
- Uphold best practices and corporate education principles for training
- Track new training methods and techniques
- Design and prepare educational aids and materials as needed
- Measure instructional effectiveness and generate summative evaluation reports with the goal of defining the impact of training on clients' employees' skills and KPIs
- Connect with internal stakeholders and liaise with various experts regarding instruction and scheduling
- Facilitate train-the-trainer sessions for in-house experts/trainers for our clients
- Oversee and maintain in-house training facilities and necessary equipment

### Required Experience and Qualifications:

Prior academic and/or work experience should demonstrate the ability to understand and synthesize complicated policy issues, manage projects from start to finish, produce written analytic products, and show an affinity for working with data and statistics.

- A graduate degree in Public Policy, Sociology, International Development, Public Health, Political Science and Economics, M&E or a related field is required.
- Understanding of the Revitalised Peace Agreement, National Strategic Plans, broader policy issues and familiarity with the policy-making processes at the State and local levels.



- Excellent data analysis capabilities, including experience with statistical programming software such as SPSS, STRATA, EPI Info, etc. And advance MS excel and access skills.
- Experience writing memos, reports and peer-reviewed journal manuscripts.
- Instinct for conceiving and conducting policy-relevant and actionable research.
- Exceptional communication skills—both written and oral—and the ability to translate research into policy-relevant and actionable messages.
- Superb project management and organizational skills, including attention to detail and the ability to multi-task.
- Ability to lead small teams and to complete tasks with limited oversight and supervision.
- Ability to interact with high-level individuals and organizations.
- Exceptional interpersonal skills: collegial, energetic, flexible, motivated, and able to develop productive relationships with colleagues, grantees, consultants, and others who contribute to program development and management. Can work independently and as part of a team, and welcomes opportunities to work across diverse cultures.
- Demonstrated maturity and seasoned judgment. Ability to make decisions and justify recommendations.
- Outstanding communication skills, both written and verbal
- Significant work experience as a trainer, training facilitator, or organizing multiple training events, preferably in a corporate environment
- Strong working knowledge of instructional design theory as well as proof of successful implementation
- Strong knowledge of learning management systems
- Proven track record, showing ability to successfully complete the full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Knowledgeable about both traditional and modern job training methods and techniques
- Exceptional organizational skills including the ability to handle multiple assignments and prioritize work

#### **Application Process:**

Candidates are encouraged to describe their skill sets and experience in light of the above qualifications. Send résumé and statement of interest to [info.ispr2017@gmail.com](mailto:info.ispr2017@gmail.com) and include “Policy and Research Officer” in the subject line.

*The Institute of Social Policy and Research is an equal opportunity employer and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to ethnicity, race, gender, religion, age, national origin, disability, or any other protected characteristic as established under law.*

**Deadline for submission of applications February 5, 2019**