

JOB DESCRIPTION

Job Title:	Research and Analysis Manager
Location:	Juba, South Sudan
Reporting to:	CSRF Director
Management Responsibility (if applicable):	Line management of 2 Research and Analysis Advisors based in Juba
Type of Position:	Open to national and international applicants
Grade and Salary:	Grade F
Contract Terms and Hours:	<ul style="list-style-type: none"> • Term of contract: Fixed term, until December 2023, and subject to funding and performance • Probation: 3 months • Annual Leave: 28 days per calendar year (January-December) in addition to agreed South Sudan public holidays. • Hours: Standard working week is 37.5 hours a week • Medical insurance: As per Saferworld South Sudan's medical insurance • South Sudan Social Insurance: 17% contribution from Saferworld • Taxes: Saferworld deducts and remits South Sudan income tax for all its employees, regardless of nationality. • Work eligibility: Must have the right to live and work in South Sudan • Additional benefits: To be offered to help with relocation for international applications

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East, with offices in London, Washington DC, Vienna, Brussels and Beijing.

The Conflict Sensitivity Resource Facility (CSRF), funded by the British, Swiss, Dutch, and Canadian donor missions through the Better Aid in Conflict (BAC) framework and the European Commission Delegation in Juba, is a Saferworld-managed project that supports the integration of conflict-sensitive principles and practices into donor strategies and donor-funded programming in South Sudan. Conflict sensitivity is a programming approach that emphasises strong contextual analysis and programmatic flexibility to minimise aid's negative consequences and maximise its positive impacts. Conflict sensitivity is particularly important in volatile, conflict-affected contexts where inadequate understanding of conflict and political dynamics can lead to donors and implementing partners inadvertently exacerbating the conflict.

The CSRF programme is implemented by Saferworld in collaboration with swisspeace, a Switzerland-based research and practise institute dedicated to advancing effective peacebuilding and leading the CSRF's research and analysis work stream. The CSRF completed a two-year pilot phase, 2016-2018, and is in its fourth year of a five-year BAC contract, which currently runs from January 2019 to December 2023. Additional funding under negotiation could see the project extended into 2024.

The post-holder will be employed by Saferworld and be based in the Saferworld South Sudan country programme office in Juba.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Job purpose:

The post-holder is expected to provide leadership to the CSRF in three key areas:

- Development, production and review of high-quality research and analysis related to conflict sensitivity in South Sudan, speaking to the needs of aid actors working on system, programmatic and activity levels
- Managing the CSRF Research and Analysis Advisors and coordinate with the technical support provided by swisspeace.
- Supporting the CSRF team to adapt its approach to better influence donors and aid actors in South Sudan around conflict sensitivity in line with its research to practise ethos

Furthermore, the post-holder will support the ongoing development of the CSRF programme and sustainability strategy and adaptive management approach in collaboration with the CSRF Director. The post holder also works to ensure that CSRF donors are actively engaged in the development of analysis products.

Roles and Responsibilities:

Programme Management

Research

- Ensure that the CSRF is undertaking technically sound and relevant research that follows established research ethics, and considers gender at every step of the process. Delivering on this responsibility requires that the incumbent is familiar with and applying the CSRF Research Ethics guidance, as well as the CSRF's gender and inclusion plan. S/he will be required to work closely with the CSRF Research and Analysis Advisors, the swisspeace Advisors, and the CSRF Director to flag any potential gaps in research ethics and be proactive in recommending remedial action.
- Lead on the compilation and production of the CSRF's Monthly Research Update. Delivering on this responsibility includes conducting research to identify relevant articles, working with members of the swisspeace team to upload articles to the CSRF Research Repository and writing a summary of the articles selected for the Research Update.
- Lead on identifying and sharing policy lessons and key takeaways from ongoing and published research on South Sudan. Delivering on this responsibility includes developing briefing or summary papers for internal and external circulation, regularly contacting and updating international and South Sudan researchers on the CSRF's research agenda, in consultation with the CSRF Research and Analysis Advisors, the swisspeace Advisors, and the CSRF Director, developing and maintaining relationships with South Sudanese research institutes (e.g., RVI, the Sudd Institute, the Catholic University, and the University of Juba), and maintaining an overview of current/planned research across South Sudan, and providing guidance to the CSRF team on how these could be highlighted with donors and other aid actors in South Sudan and globally.
- Work with South Sudanese researchers and analysts to strengthen their capacity to integrate conflict sensitivity into their research and analysis, including facilitating quarterly support sessions
- Lead on identifying potential research topics relevant for conflict-sensitive engagement in South Sudan. Delivering on this responsibility requires working closely with the CSRF Research and Analysis Advisors, the swisspeace Advisors, and the CSRF Director to identify/agree research priorities, based on consultation with the broader CSRF team, as well as other aid stakeholders and researchers. In addition, the incumbent will be expected to highlight opportunities for the CSRF to engage with research being conducted by others stakeholders – to either contribute to the research itself, or develop conflict sensitivity guidance and policy advice for donors and other aid actors based on others research.
- Lead on the development and implementation of research dissemination plans. To deliver on this responsibility, the incumbent is expected to be proactive in identifying target audiences, developing influencing messages and drafting any materials needed, including the research report, briefing papers, presentations, to support dissemination and uptake of the findings. The incumbent will need to work closely with the Outreach and Learning Manager to ensure dissemination is being coordinated and all team members are delivering similar messages.
- Coordinate reviewer inputs from both internal and external stakeholders/reviews on research reports or briefing papers. To deliver on this responsibility, the incumbent will be expected to make substantial contributions to the review process, as well as highlight any critical issues and suggest resolutions to the report author, as well as to the researcher/consultant contracted and CSRF Director. It will be important that good judgement is exercised to ensure that feedback passed onto the report author in a timely manner, reflects the original ToR and does not require that the report be expanded beyond the original scope of the ToR.
- Follow-up uptake of research findings and recommendations through liaising with relevant agencies and contribute inputs to the outcome harvesting processes.

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Analysis

- Lead on identifying and writing analysis and briefing papers, targeting donors and aid actors in South Sudan to highlight conflict sensitivity risks and opportunities in South Sudan. To deliver on this responsibility, the incumbent will need to monitor issues highlighted by CSRF team members during regular meetings, planning sessions, and outcome harvesting workshops and to review analysis produced by others to identify gaps or rising issues and reach out to other aid actors as needed.
- Support the CSRF Director and other team members to develop and deliver briefings and presentations on the South Sudan context and CSRF's work to a range of audiences, including donors, heads of UN agencies, and senior and technical programme staff across the aid sector.
- Review and edit analysis produced by other CSRF team members, ensuring it is of high quality and provides relevant and actionable recommendations for policy-makers and operational aid agencies.
- Develop relationships and partnerships with a range of actors and institutions in South Sudan in order to collaboratively produce conflict sensitivity-related analysis.
- Collaborate with the Capacity-Building team to adapt and deliver the 'South Sudan Context Course for Aid Workers' on a quarterly basis. Delivering on this responsibility includes supporting the team to regularly reviewing feedback received on previous context courses, reviewing and updating talking points based on this feedback and jointly delivering the context course with the Capacity-Building team, either virtually or face-to-face.

Staff Management

- Line manage two staff members (Research and Analysis Advisors) and ensure that direct reports understand and are able to perform their roles during times stability and crisis.
- Actively coach direct line reports to become independent managers leading on initiatives, tasks and representing the CSRF, internally and externally.
- Inspire team members to internalise, respect, and practise Saferworld's core values; lead and encourage a team culture of learning, sharing, creativity and innovation.

Budget Management

- Act as budget holder for the CSRF's research and analysis activity budget, overseeing activity expenditures and financial reporting in line with Saferworld's policies and procedures and donors' requirements and in coordination with the CSRF Director (as overall programme budget holder) and Finance Teams in Juba and London.

Representation and Stakeholder Relationships

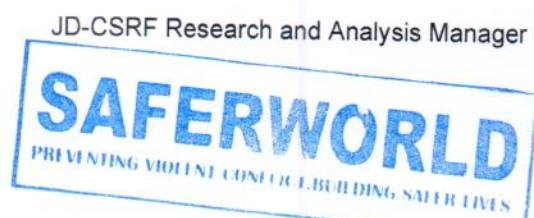
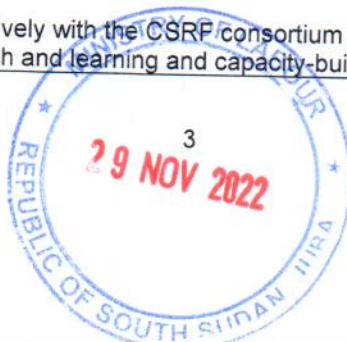
- Lead on establishing collaborative working relationships with academics and other researchers working on South Sudan, specifically South Sudanese researchers and analysts.
- Represent the CSRF at the CSRF Donor Management Committee or other external meetings in the absence of the CSRF Director, as requested.
- Take up any leadership, representation or reporting roles from time to time, as assigned by the CSRF Director.
- Support the CSRF Director and other CSRF team members to develop and maintain strong working relations with CSRF donors and their implementing partners, and other operational agencies in South Sudan.
- Coordinate the inputs of staff from other Saferworld teams, notably the Senior Adviser/s supporting the CSRF activities.
- Support the sharing of lessons, analysis, and skills development opportunities between CSRF staff and other Saferworld staff in South Sudan.

Safety, Security and Risk Management

- Ensure that project activities and collaboration with partners adheres to Saferworld's global and South Sudan safety and security policies and procedures.
- Identify potential Conflict of Interest risks that may arise, and work with the CSRF Director to mitigate or otherwise address these.
- Identify potential risks to the CSRF, staff or partners and work with the CSRF Director to mitigate or otherwise address these.

Key working relationships

- **CSRF** – work collaboratively with the CSRF consortium partners to link the research and analysis agenda with the CSRF's outreach and learning and capacity-building work



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- **Saferworld Conflict Advisory Unit** – work collaboratively with the CAU to share findings, experiences, and learning, and support the delivery of activities that align with CSRF's strategy and goals
- **swisspeace** – work collaboratively with the consortium partner to produce CSRF research and analysis and to share CSRF research findings, experiences, and learning
- **Donors, UN Agencies and I/NGOs** – develop and maintain relationships with donors and other organisations working in South Sudan, on conflict sensitivity issues, or on the South Sudanese context more broadly
- **Aid workers** – network with individual aid workers to get inputs into CSRF's research and analysis agenda and specific products and share findings, lessons, and recommendations

Scope and accountability

Decision-making and limits of authority	<ul style="list-style-type: none"> • Decisions relating to design and management of CSRF's research and analysis agenda, with input and approval from CSRF Director and CAU and swisspeace Advisors • Decisions relating to design of research methodologies and data collection • Decisions relating to the dissemination of research and analysis and influencing messages
Financial resources	<ul style="list-style-type: none"> • Budget holder for research and analysis activities
Other resources	<ul style="list-style-type: none"> • Management of CSRF research and analysis products • Contributions to report writing, and quality and accurate information sharing • Responsible for and in custody of Saferworld equipment, such as a laptop and mobile phone
People management	<ul style="list-style-type: none"> • Research and Analysis Advisers (2)
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Compliance with Saferworld's policies and procedures, including HR and safeguarding and safety and security policies • If and when authorised in the absence of the CSRF Director, act as the senior Officer-in-Charge with corporate responsibility • Ensure all of CSRF's research and analysis activities are compliant with donor requirements and regulations • Safeguarding compliance for consultants and independent researchers contracted by CSRF

Person specification

Knowledge, qualifications and experience

- A Master's degree in relevant field with commensurate professional experience [required]
- Deep knowledge and experience of navigating the international aid system, including understanding of current humanitarian reform processes, the Sustainable Development Goals (SDG), triple nexus/humanitarian-development-peacebuilding (HDP) framework, and localisation agendas
- Demonstrated experience conducting both desk and field-based analysis and research, preferably in South Sudan
- Experience working in humanitarian aid, development or peacebuilding sectors
- Demonstrated knowledge and understanding of the South Sudan aid sector, including donor coordination mechanisms, UN Agencies and NGOs (national and international)
- Experience managing teams, including remote management
- Relevant work experience in a conflict or fragile context [required];
- Understanding of conflict sensitivity principles, practices, and methodologies [required]
- Experience with knowledge management: MS teams and One Drive [required]
- Experience in the aid sector in the region a bonus [desirable]
- Experience in strategic planning and programme design and implementation [desirable];
- Experience writing or contributing to global discussions around aid reform and learning [desirable]

Skills and abilities

- Excellent (fluent/native) English writing skills, including reviewing and editing research and analysis content
- Demonstrated analytical skills



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- Excellent communication and interpersonal skills and ability to work with consortium partners based in different countries and time zones.
- Strong ability to work in teams and collaborate on projects with a diverse team
- Strong networker with a diversity of stakeholders at different levels
- Ability to plan and work within agreed timeframes
- Ability to demonstrate initiative and work well under pressure
- Ability to work independently and set ambitious, achievable goals
- Ability to mentor others
- Demonstrated ability to learn quickly and adapt to changing contexts

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld
- Commitment to improving international engagement in conflict-affected contexts and sharing experience-based ideas as to how this can be achieved.

Other requirements

- Travel to sub-national and remote locations in South Sudan, including to areas recently affected by violent conflict, will be required
- Occasional travel in the East Africa region

Application process

To apply:

- Either download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to jobs@saferworld.org.uk (Ref: Research and Analysis Manager)

OR

- Drop hard copy of your application form at Saferworld office, Off Addis Ababa Road, Opposite Quality Hotel, Behind South Sudan Bureau of Standards, Hai Cinema, Juba

Deadline for Application: 16 December 2022

