

JOB DESCRIPTION	
Job title:	Research Manager – Research ICT Africa
Reports to:	RIA Executive Director
Contract duration:	Full time post - 3 year contract renewable
Locaton:	Cape Town, South Africa
Qualifications	PhD (Social Sciences, Statistics, Economics, Econometrics) with minimum five years of research or survey experience <b>OR</b> more than 10 years of managerial, fieldwork, survey & data analysis experience
Key relationships:	Executive Director, Partners, Communications Manager and Researchers
JOB ROLE	
Role overview:	Lead research projects within RIA and co-ordinate them across African partners and with sister networks in Asia and Latin America. Overall management of research projects and workplans, timelines and budgets, to ensure quality deliverables, rigorous and ethical research practice. Provide guidance to project leads, assisting with the development of project work plans, monitoring research processes and evaluating outputs, providing feedback and mentorship. Manage the curation of datasets for public access and assist with reporting to donors on funded projects. Publish research findings and collaborate with Executive Director, Communications Manager and Researchers on dissemination of public policy papers, policy briefs and media releases.
ACCOUNTABILITY	
Key Accountabilities/ Responsibilities:	Key Activities
Research management and leadership (50%)	<ul style="list-style-type: none"> <li>Lead and co-ordinate public interest research projects for evidence-based ICT policy and regulation.</li> <li>Develop/operate effective systems for research management (including online systems)</li> <li>Develop working relationships with Research Managers in sister networks</li> <li>Initiate new research projects and prepare funding proposals</li> <li>Collaborate on global research commissions, technical assistance projects and maintain relationships with donors and multilateral agencies</li> <li>Create learning environment for in-house researchers and country partners</li> <li>Prepare financial and technical reports for donors</li> </ul>
Research & Analysis (30%)	<ul style="list-style-type: none"> <li>Undertake research to build repository of data and analysis for evidence-based policy</li> <li>Specifically, oversee and collaborate on nationally representative surveys in various African countries – questionnaire design, training, sampling, overseeing data gathering and fieldwork, developing ICT access and use indicators compliant with interntional/UN system, and undertaking analysis and modelling to identify points of policy intervention.</li> <li>Conduct quantitative and qualitative research and analysis on selected issues.</li> <li>Oversee researchers on supply-side analysis of policy outcomes, specifically market, competition, financial and pricing analysis.</li> <li>Oversee curation of the supply (pricing) and demand (survey) side data portals.</li> </ul>
Communication, networking and community building (20%)	Prepare research for: <ul style="list-style-type: none"> <li>publication in peer reviewed journals and conferences</li> <li>policy papers and policy briefs, blog posts to disseminate findings to diverse audiences at international/national levels.</li> <li>represent RIA at global policy, academic, ICT for development, conferences and events.</li> </ul>
General skills	
<ul style="list-style-type: none"> <li>Strong research skills and research management experience</li> <li>Knowledge and experience in development/policy work using quantitative and qualitative research methods</li> <li>Knowledge of telecommunications/Internet policy/regulation in developing countries an advantage</li> <li>Ability to travel as needed (20% of time).</li> </ul>	
Communication and team skills	
<ul style="list-style-type: none"> <li>Ability to work as part of a distributed team and to work with multiple priorities</li> <li>Exposure to different cultures and nationalities</li> <li>Professional English language proficiency and strong writing skills essential</li> </ul> Additional skills an advantage: <ul style="list-style-type: none"> <li>Knowledge and background in ICT policy &amp; regulation</li> <li>Familiarity with blogging and social media</li> <li>Excellent public communication and speaking skills</li> <li>Research to policy influence experience (working, in or with governments and multilateral agencies)</li> <li>Work experience in the Global South</li> <li>Fluency in one major world language in addition to English, preferably French</li> <li>Fluency in isiZulu, isiXhosa and Swahili</li> </ul>	
SEND CV & MOTIVATION TO THE EXECUTIVE DIRECTOR: <a href="mailto:info@researchICTafrica.net">info@researchICTafrica.net</a>	
<p><b>Research ICT Africa is a regional ICT policy &amp; regulation think tank active across Africa &amp; the Global South.</b>            See <a href="http://www.researchICTafrica.net">www.researchICTafrica.net</a> &amp; <a href="http://www.afteraccess.net">www.afteraccess.net</a> for organisation profile &amp; activities.</p>	