



VACANCY ANNOUNCEMENT

DIRECTOR OF RESEARCH, CAPACITY BUILDING AND CONSULTANCY

OSSREA Mission

Developing and promoting the emergence of a culture of excellence in the study, research and training in the social sciences

Position

Director of Research, Capacity Building and Consultancy

Duty Station

Addis Ababa, Ethiopia

Qualification

PhD in a Social Science Discipline

Experience

- At least 5 years post doctoral experience in undertaking research on issues within the Social Sciences
- Extensive research experience with impressive publication record
- Experience in writing research and project proposals for funding and good success rate in securing funding for proposals developed
- Experience in managing, organizing, and conducting consultancies and capacity building programmes
- Work experience in NGO or research institution
- Have an ability to work in a multi-disciplinary environment
- Ability to work in a team and under time pressure
- Experience in dealing with donor agencies
- Excellent leadership skills
- Proficiency in written and oral communication skills in English
- Age: 40-60

Details of Duties and Responsibilities

- Manages the activities of the Directorate of Research, Capacity Building and Consultancy under the supervision of the Executive Director and Deputy Executive Director
- Develops research policies, procedures, manuals and protocols to manage the research activities of the organization
- Monitors and coordinates OSSREA's research agenda and programmes
- Identifies project ideas, and prepares concept papers and research project proposals
- Establishes forums for policy dialogue that influences policy making
- Undertakes needs assessment activities for research and capacity building

- Devises fund-raising strategies and mechanisms
- Prepares the annual plans and budget proposals for the Directorate of Research, Capacity Building and Consultancy
- Oversees and participates in the preparation of fundable project proposals as well as budgets for capacity building and networking
- Guides new programmes and methodologies focusing on African development issues
- Initiates linkages with relevant training institutions and universities for implementing joint training and research programs
- Participates in research activities, including project coordination, monitoring and evaluation
- Coordinates research activities of OSSREA National chapters and administers their projects
- Oversees the implementation, monitoring and evaluation of projects
- Provides quarterly reports on research program to the Deputy Executive Director
- Participates in the hiring, training, development, evaluation and termination of the Directorate employees
- Undertakes related activities to ensure the successful realization of OSSREA's strategic and operational objectives
- Liaises with other Directorates for the proper functioning of the Organization

Duration

A three-year contract renewable for one more term on successful performance

Remuneration

OSSREA offers an internationally competitive and attractive remuneration package commensurate with the candidate's qualifications and relevant work experience

Closing date

The deadline for receipt of applications is 11th July 2008

How to apply

All applicants wishing to be considered for this position need to supply the following documents:

- A written application;
- A detailed curriculum vitae describing the applicant's professional experience;
- Certified copies of academic credentials;
- Three of the applicant's recent publications i.e. articles in edited books, book manuscripts, articles in peer reviewed journals, consultancy reports
- Names and addresses of three referees, out of whom two should come from referees resident in countries other than the applicant's current country of abode.

Applicants should be nationals of Eastern and Southern African countries and should have recently spent at least a continuous period of two years in Eastern and/or Southern Africa.

WOMEN ARE STRONGLY RECOMMENDED TO APPLY

The application package should be addressed to:

Executive Director
 OSSREA
 P.O. Box 31971
 Addis Ababa, Ethiopia.
 Email: ossrea@ethionet.et