



## RESEARCH AND POLICY ASSOCIATE - TEMPORARY

-The African Institute for Development Policy (AFIDEP) is a regional non-profit research and policy Institute established in 2010 to help bridge the gaps between research, policy and practice in development efforts in Africa. Our primary purpose is to contribute to sustainable development through the use of evidence and advocacy to strengthen political commitment and resource allocation for development issues; informing the design and implementation of effective interventions; and strengthening governance and accountability structures for tracking development challenges in Africa. AFIDEP is registered as a Non-Governmental Organisation in both Kenya and Malawi (where it has offices) and as a non-profit institution in the USA with 501(c)3 status. For further details about AFIDEP and its work refer to [www.afidep.org](http://www.afidep.org).

### ABOUT THE POSITION

AFIDEP is looking to recruit a Research and Policy Associate who will join our research and policy team to conduct focused research, evidence synthesis, and translation; engage stakeholders, such as policymakers, to promote consideration and utilization of evidence in decision-making processes; and participate in capacity development activities.

**The position will be based at AFIDEP's Nairobi office.**

### KEY RESPONSIBILITIES

- Writing research protocols.
- Data collection including interviewing and administering surveys.
- Policy analysis.
- Applying for ethics review application and research permits.
- Designing and conducting systematic literature reviews and policy analysis including structured searches for literature using databases such as Pubmed, systematic data extraction and referencing using a reference manager such as Endnote or Mendeley.
- Designing quantitative and qualitative research tools including use of online tools such as survey monkey.
- Quantitative and qualitative data analysis including use of softwares such as NVIVO, Excel, SPSS or STATA.
- Writing study reports, briefs such as policy briefs, evidence briefs or systematic reviews and other evidence products like factsheets and infographics.
- Engaging with stakeholders including government, academia, NGOs and development partners including participating on government technical working groups or organising workshops, dialogues and webinars including delivering trainings.
- Developing and delivering presentations.
- Coordinating project implementing including monitoring and evaluating projects and writing project progress reports.
- Working knowledge of concepts such as evidence informed decision making, knowledge translation and gender equity and inclusion concepts.

## QUALIFICATIONS AND REQUIREMENTS

- Master's degree in Public Health, Development Studies, Public Policy, Research, Project Management, M&E or related field;
- At least 5 years' experience coordinating (or managing) and implementing research projects Strong qualitative and/or quantitative research skills;
- Writing skills with experience in scientific writing, synthesizing research evidence into outputs that are usable by policymakers, or developing policy-oriented advocacy materials;
- Demonstrated experience in the use of scientific software for data analysis and management, such as Endnote, SPSS, Stata, NVivo, or Atlas.ti;
- Experience designing and implementing research and/or conducting policy analysis;
- Experience in program management and/or monitoring and evaluation;
- Experience working in or with the public sector (e.g. governments);
- Strong intra and interpersonal skills, analytical and critical thinking.

## APPLICATION PROCESS

To apply for this position, please submit a detailed CV and cover letter to [recruitment@afidep.org](mailto:recruitment@afidep.org) including the position title **“Research and Policy Associate - Temporary”** on the subject of the email by **22<sup>nd</sup> March 2024**. In your cover letter, please highlight your relevant experience and qualifications, and explain why you are interested in this position. Your CV should include three relevant referees. Only shortlisted applicants will be contacted.

**AFIDEP is an Equal Opportunity Employer and does not charge a fee at any stage of the recruitment process.**