



HakiElimu Job Description

Job Title	Research Innovation and Policy Analysis (RIPA) Manager
Department	RIPA
Reports to	Head of Programs
Location	Dar es Salaam, Tanzania
Supervises:	Program Officers – RIPA, Research Consultants and Advisors.
Key relationships	Head of Programs, Managers, RIPA Program Officers

A. CORE PURPOSE OF THE ROLE

The Research, Innovations and Policy Analysis (RIPA) Manager will be responsible for implementation and monitoring of RIPA departmental plans and budget. He/she will be responsible to organize, supervise and support RIPA staff, volunteers and interns to implement plans to achieve objectives and results. In collaboration with the Head of Programme the candidate will be responsible for designing and implementing research projects that generates evidence for advocacy aiming to promote accessibility, equity and inclusive quality education in a friendly and protective environment. He/she will identify and develop research projects and studies in partnership with the Head of Programs as well as other Departments. He/she is also responsible for ensuring, together with the Media Engagement and Advocacy Department, that the research findings are communicated to a broad audience. He/she will supervise sub-contracted research agencies, consultants to ensure the quality of all research, studies and associated deliverable deadlines and budgeting. He/she will also be responsible for the technical content and quality of all researches and studies as per HakiElimu's standards and guidelines.

B. MAIN RESPONSIBILITIES

1. As a member of the Management Team, contribute to :(20%)

- Leadership of the Organisation in advising the Head of Program and Executive Director in Strategic Development and leadership of HakiElimu.
- Ensure that the required support is provided promptly, at scale and in line with the rules and principles of HakiElimu
- HakiElimu strategic engagements on policy issues with civil societies, Government and Member of Parliament for policy influencing as part of HakiElimu advocacy to share on what works in education.

2. Management of Research, Innovation and Policy Analysis Department (50%)

- Overall coordination of RIPA operations in conducting; research on Tanzania education sector, education system, budget analysis to identify gaps in budget allocation, management and performance, policy analysis to generate policy gaps existing in education system in Tanzania.
- Development and implementation of annual action plan of RIPA, documentation and reporting of key achievements on the implemented activities throughout a year.
- Leading the program budget to ensure effective management of HakiElimu funds in all activities, managing contractual arrangements, procurement process at departmental level.
- Develop and promote understanding of the RIPA core purpose among RIPA and other HakiElimu staff.

- Supporting and Supervising RIPA department staff to effectively manage their work plans/budgets and deliver quality results on time; and ensure all unit work is of high quality, accurate and up to organization standards.
- Ensure timely preparation and submission of all program activity reports.

3. Other General responsibilities (10%)

- Foster learning and development among unit staff through understanding of standards, mentoring, feedback, challenging each to excel, promoting reading and reflection, and other activities.
- Foster intra- and inter-unit linkages and synergies within HakiElimu. Undertake joint activities where appropriate; support other unit managers to succeed in their responsibilities.
- Implement and foster adherence to the established HakiElimu policies, regulations, guidelines and procedures.
- Contribute to the overall strategic visioning, conceptual development, planning and monitoring of HakiElimu's work.
- Effectively contribute to conceptual development, planning and monitoring processes at HakiElimu.
- Undertake any other lawful tasks as requested or delegated by the Supervisor or the Executive Director, including occasional work on weekends for which in time off in lieu can be taken
- Actively participate in relevant meetings with CSO's, the government and other key partners.

C. PERSONAL SPECIFICATIONS, BEHAVIOURS AND CONDUCT

1. Minimum Skills and Experience-Essentials

- Bachelor degree in Social Sciences, Development Studies or closely related relevant field. Possession of a Master Degree is an added advantage.
- At least five years of relevant work experience of which three years should be in managerial position.
- Excellent research skills, conceptual and analytical skills, creativity, ability to see the 'big picture', to synthesize and understand complex issues quickly.
- Knowledge of Tanzania education sector, policy, programs and strategies.
- Strong organizational and management skills, ability to multi-task, and manage and motivate staff to deliver quality results on time.
- Excellent writing and communication skills, ability to quickly summarize complex issues and communicate in an effective, clear and accessible manner.
- Good experience of CSO/NGO program cycle management
- A very good understanding of education sectorial programs and a working knowledge of the HakiElimu program priorities.
- Excellent training and facilitation skills.

2. Personal Attributes and behaviors

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling HakiElimu values
- Holds the broader team and partners accountable to deliver on their responsibilities

Ambition:

- Sets ambitious and challenging goals for themselves and take responsibility for their own personal development
- Future orientated, thinks strategically and on a global scale

Collaboration:

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, team player, managers, members and external partners and supporters
- Values diversity and different people's perspectives, able to work cross-culturally.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
- Commitment to HakiElimu values

3. Code of Conduct

- To uphold HakiElimu's policies and procedures, staff code of conduct and values at all times during the course of your post with the organization, acting as a role model in the course of your duties.
- You will sign these documents upon joining the organization and will be accountable to meet these standards

D. CHANGES AND AMENDMENTS

This job description may be amended by HakiElimu after consultation with the employee and the supervisor

Approved by:

John Kalage
Executive Director

Date 5th August 2017