

JOB DESCRIPTION

Job Title:	Research and Analysis Manager
Location:	Sudan or locations where Saferworld has an operational presence or home-based will be considered
Reporting to:	CSF Director
Management Responsibility (if applicable):	Line management of 2 Research and Analysis Advisors
Type of Position:	National position
Grade and Salary:	G
Contract Terms and Hours:	<ul style="list-style-type: none"> • Terms of contract: Fixed-term, until March 2025 with the possibility of extension, subject to funding and performance • Probation: 3 months • Annual Leave: 28 days per calendar year (January-December) in addition to agreed Sudan public holidays. • Hours: Standard working week is 37.5 hours a week • Medical insurance: As per Saferworld Sudan's medical insurance • Sudan Social Insurance: 17% contribution from Saferworld • Taxes: Saferworld deducts and remits Sudan income tax for all its employees, regardless of nationality. • Work eligibility: If Sudan-based, must have the right to live and work in Sudan

Background:

Saferworld is an independent not-for-profit international organisation working to prevent violent conflict and build safer lives since 1989. We work with people affected by conflict to improve their safety and security, and we conduct wider research and analysis. We use this evidence and learning to improve local and national policies and practices that help build inclusive peaceful societies, while at the same time engaging internationally to reduce conflict and advance conditions for peace. The contribution we make rests on the partnerships and alliances we build with civil society networks, entities and movements, and with like-minded institutions, and through constructive engagement with local and national governing bodies and multilateral institutions. Our programming stretches across Africa, Asia and the Middle East, and in policy/advocacy centres in London, Beijing, Brussels and Washington DC. Saferworld has been working on and in Sudan and South Sudan since 2002, including on issues of community security, small arms control, and gender equality and transformation, as well as providing advisory services and technical support on conflict sensitivity to the aid community. Our priority is people – we believe in a world where everyone enjoys the rights and freedom to live with dignity, free from fear and insecurity – and we are invested in the processes to bring about transformative solutions for lasting peace.

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.

Description of the Conflict Sensitivity Facility (CSF):

The CSF is overseen by Saferworld's Conflict Advisory Unit (CAU) and it aims to: support the integration of conflict sensitivity into the policies, practices, and programmes of aid actors in Sudan. It draws upon Saferworld's extensive experience of supporting similar processes in a range of contexts, coupled with our deep contextual knowledge and long-term, established relationships with Sudanese civil society from across the country. Over the past six years, for example, Saferworld has designed and built up the Conflict Sensitivity Resource Facility (CSRF) in South Sudan, as well as established the Afghanistan Conflict Sensitivity Mechanism (ACMS). The CSF provides 'public good' knowledge products (including through research and analysis), strengthens capacity of aid actors on conflict sensitivity (including through online courses, in-person training, and accompaniment), and conducts outreach, convening, and learning.

For more information visit the Saferworld website [here](#) and the CSF website [here](#).

Job purpose:

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

- Leading on the development, production and review of high-quality research and analysis related to conflict sensitivity in Sudan, speaking to the needs of humanitarian, development, and peacebuilding aid actors working on system, programmatic and activity levels and across sector siloes.
- Managing the CSF Research and Analysis Advisors and coordinate with the other technical support teams.
- Supporting the CSF team to adapt its approach to better influence donors and aid actors in Sudan around conflict sensitivity in line with its research to practise ethos.

Roles and Responsibilities:**Programme Management****Research**

- Ensure that the CSF 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 applies the CSF *Research Ethics Guidance*, as well as the CSF's *Gender and Inclusion Plan*. S/he will be required to work closely with the CSF Research and Analysis Advisors, Saferworld Advisors in the CAU, Programmes and Policy Teams, and the CSF Director to flag any potential gaps in research ethics and be proactive in recommending remedial action.
- Lead on the compilation and production of the CSF's Monthly Research Update. Delivering on this responsibility includes conducting research to identify relevant articles, working with members of the CSF team to upload articles to the CSF 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 Sudan. Delivering on this responsibility includes developing briefing or summary papers for internal and external circulation, regularly contacting and updating international and Sudan researchers on the CSF's research agenda, in consultation with the CSF Research and Analysis Advisors, the Saferworld Advisors, and the CSF Director, developing and maintaining relationships with Sudanese research institutes, and maintaining an overview of current/planned research across Sudan, and providing guidance to the CSF team on how these could be highlighted with donors and other aid actors in Sudan and globally.
- Work with 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 Sudan. Delivering on this responsibility requires working closely with the CSF Research and Analysis Advisors, the Saferworld Advisors, and the CSF Director to identify/agree research priorities, based on consultation with the broader CSF team, as well as other aid stakeholders and researchers. In addition, the incumbent will be expected to highlight opportunities for the CSF to engage with research being conducted by other 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 key 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 and quality assurance process, highlight any critical issues and suggest resolutions to the report author, as well as to the researcher/consultant contracted and CSF 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.

Analysis

- Lead on identifying and writing analysis and briefing papers, focusing on donors and aid actors in Sudan to highlight conflict sensitivity risks and opportunities in Sudan. To deliver on this responsibility, the incumbent will need to monitor issues highlighted by CSF 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 CSF Director and other team members to develop and deliver briefings and presentations on the Sudan context and CSF'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 CSF 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 Sudan in order to collaboratively produce conflict sensitivity-related analysis.
- Collaborate with the Capacity-Building team to adapt and deliver context courses 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 CSF, 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 CSF'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 CSF Director (as overall programme budget holder) and Sudan and Central Finance Teams.

Representation and Stakeholder Relationships

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

Safety, Security and Risk Management

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

Key working relationships

- **CSF** – work collaboratively with the CSF partners to link the research and analysis agenda with the CSF's outreach and learning and capacity-building work
- **Saferworld Conflict Advisory Unit** – work collaboratively with the CAU and other facility teams (CSRF, ACSM) to share findings, experiences, and learning, and support the delivery of activities that align with CSF's strategy and goals

- **Saferworld Programmes and Policy Advisors** – work collaboratively with Advisors in the Sudan country programme, other programme and policy teams to share research and analysis that can be used in global policy and advocacy spaces, especially on aid and Sudan and to integrate global experiences and evidence into CSF's programming
- **Donors, UN Agencies and I/NGOs** – develop and maintain relationships with donors and other organisations working in Sudan, on conflict sensitivity issues, or on the Sudanese context more broadly
- **Aid workers** – network with individual aid workers to get inputs into CSF'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 CSF's research and analysis agenda, with input and approval from CSF Director and Saferworld 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 CSF 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 CSF Director, act as the senior Officer-in-Charge with corporate responsibility • Ensure all of CSF's research and analysis activities are compliant with donor requirements and regulations • Safeguarding compliance for consultants and independent researchers contracted by CSF

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 Sudan
- Experience working in humanitarian aid, development or peacebuilding sectors
- Demonstrated knowledge and understanding of the 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

- 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 Sudan, including to areas recently affected by violent conflict, will be required
- Occasional travel in the East Africa region

Application process

Send your CV and a covering letter addressing the person specification and why you feel your experience matches the requirements of the role and send to jobs@saferworld.org.uk (Ref: CSF). More information about the role and Saferworld can be found here <http://www.saferworld.org.uk/jobs/jobs>.

Deadline for applications: **20th June 2024**