
Position: Program Officer – Future of Work

About Zizi Afrique Foundation

Zizi Afrique Foundation (ZAF), established in 2018 as a nonprofit operating in Kenya and East Africa, envisions a world where all children and youth thrive in education. ZAF's mission centers on consolidating evidence, fostering innovative solutions, and influencing policy and practice to equip children and youth with essential competencies. Her accomplishments include benefiting 48,000 children with foundational literacy and numeracy, training over 20,000 youth through partnerships with TVETs, and engaging 45,000 adolescents in life skills research. Guided by the challenges of limited learning despite schooling, youth unemployment, and crowded interventions, ZAF's 2025 strategy comprises three pillars: research and evidence, policy/advocacy, and innovations for improved practice. The research and evidence pillar focuses on compiling and utilizing evidence to inform policy, while the advocacy pillar engages stakeholders in prioritizing competencies and accountability. ZAF also hosts the Regional Education Learning Initiative (RELI) secretariat, a consortium of over 70 members in East Africa devoted to education.

Overall Responsibility:

At Zizi Afrique, the Program Officer – Future of work position will provide an opportunity to immerse yourself in the field of transitions to the world of work. You will work with a dynamic team and contexts that elicit critical thinking and fulfilment. The position calls for someone who has a zeal for impact and is self-motivated. As a program officer, of Work, you will be responsible for supporting the establishment of an observatory that will act as a central point for employment and skills/job forecasting, working under the research manager. The Observatory will provide data to public and private decision decision-makers to improve their understanding of job creation and to create the demand for aligning education to the current demands and future possibilities of the job market. It will also be a reference point to provide the data for the labour market on jobs created, market trends, and other related indicators regarding the future of work in the formal and informal sectors. Ultimately, this will shape, inspire, and sustain the generation and use of data on skills and jobs, to inform not just the planning for training and placement, but also career choice, youth migration and job-seeking behavior.

Specific responsibilities:

The PO will be expected to work closely with the Research Manager to;

1. Map methodologies and models that have been used to generate data and determine the Future of work needs.
2. Carry out research and policy analysis on the future of work, education and skills, and labor markets and employment.
3. Support the research manager in producing research information highlighting the intersection of education and labor markets for leaders in business (including employers), education and in policy.
4. Provide support towards conceptualizing designing and implementing the Project as well as conducting regular reviews of the progress.
5. Set up a monitoring system that will make use of technology for data inflow and access to inform the available vacancies and needed skills.
6. Provide research management leadership, lead in developing robust research tools, train the research teams and present high-quality analysis and research reports for the project.
7. Strengthen existing and establish appropriate linkages/networks and key influencers/stakeholders,

in key government agencies such as the ministry of Labor and social services, and county governments to scale up the project's ambitions.

8. Develop yearly and quarterly work plans of implementation activities.
9. Prepare monthly, quarterly, bi-annual and annual project/program and financial reports for Zizi Afrique Management, Board and the Donor as per the set guidelines.

Qualifications & Experience

- Graduate level or equivalent in relevant disciplines such as economics, management science, strategic management, Information technology, Business administration.
- Possess a dynamic set of skills including analytical, statistical and communication skills.
- Strong skills in research and data analysis – biased towards quantitative and with working knowledge of qualitative skills.
- Demonstratable understanding of the methods and models of skill forecasting.
- Experience in conceptualizing and generating models and solutions that can be used to manage, analyze, process, and protect data.
- Alignment of interest to the vision and mission of ZAF is essential.

How to apply

Interested and qualified candidates should include:

- A detailed application letter expressing interest on this job
- A detailed resume and copies of academic and professional certificates
- Three work referees with contact information.
- Indicate your expected remuneration/salary.
- Submit their applications by email to jobs@ziziafrique.org by **Thursday 12th October 2023**, clearly indicating the position title in the subject line of the email.

Only short-listed candidates will be contacted for interviews.

Zizi Afrique is an equal opportunity employer!