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## Position: Research Manager – Future of Work

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### 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 Research Manager – 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. The manager will oversee the implementation of the Future of Work Project in Mombasa County. He/she will provide technical and leadership support to ensure all the project activities are implemented within the stipulated timelines, provide leadership in the planning of all the activities of the project, and coordinate all the project activities, supervise staff and report to the organization. Further, he/she will be required to develop evidence-based strategies and plans to ensure that the Project achieves the set objectives and contributes to ZAF's strategy.

### The Specific responsibilities:

1. Provide support towards conceptualizing designing and implementation the Project and conducting regular reviews of the progress and performance of the project.
2. Carry out research on the Future of work and map methodologies and models that have been used to generate data on the future of work needs.
3. Provide research management leadership, lead in developing robust research tools, train the research teams and present high-quality analysis and research reports on the future of work.
4. Establish appropriate networks and contribute to the development of advocacy materials, to support the Project's ambitions to scale up and leverage additional support for its intervention.
5. Develop forecasting models based on industry data that will help in identifying industry trends and supply/demand patterns.
6. Analyze data using statistical techniques to identify trends and interpret patterns to inform the future of work.
7. Strengthen existing and build new partnerships and create linkages with key stakeholders, Key Government Agencies, County Governments and education stakeholders, communities among others.
8. Prepare monthly, quarterly, bi-annual Project implementation and financial reports for Zizi Afrique Board, the Management, and the Funders as per the set guidelines.
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

- Post Graduate level or equivalent in relevant disciplines such as education, Social Sciences, Project management, BBIT, IT, Computer science and Strategic management.
- Experience using various research designs, carrying out research, research analysis - preferably Quantitative analysis and ability to manipulate large data sets.
- Demonstrable experience in project management, change management, and planning.
- Experience in conceptualizing and generating models that can be used to manage, analyze and protect data.
- A keen interest in 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](mailto:jobs@ziziafrique.org) by **Wednesday 8<sup>th</sup> November 2023**, clearly indicating the position title in the subject line of the email.

**The successful candidate will be based in Mombasa County.**

**Only short-listed candidates will be contacted for interviews. Zizi Afrique is an equal opportunity employer!**