

VACANCY ANNOUNCEMENT

About ARIN

The Africa Research and Impact Network (ARIN) is a leading research-impact platform of over 200 researchers and policymakers with national focal points across 36 African countries. ARIN also draws from a database of over 3000 stakeholders from universities, think tanks, the private sector, and governments. ARIN's mission is to promote research excellence and dialogue on best research and impact practices, by providing platforms for science-policy interface in Africa, building on evidence. ARIN recognizes that Africa is endowed with diverse researchers, innovation, and best policy practices that are not in the public domain yet are invaluable in the research and the development agenda of the continent. ARIN therefore provides a peer review platform where best research and impact practices from different African contexts, are shared, profiled, and leveraged to inform transformative policy action. Among the areas that ARIN has pioneered path-breaking research, are climate change, knowledge management, science technology and innovation. The network currently convenes research and policy platforms on climate action, drawing from the perspective of researchers on, adaptation, science and technology and innovation status in Africa. Through the same approach, ARIN assesses opportunities for science-policy interface, through contextual projects on research commercialization, innovation, knowledge translation and practice. For more information visit: <https://www.arin-africa.org>

ARIN is seeking to recruit a dynamic team to join the secretariat based at its headquarters in Nairobi.

VACANCY001 2023: POST-DOC CLIMATE CHANGE AND DEVELOPMENT

ARIN seeks to recruit a **Post-DOC Climate Change and Development** for its climate change thematic area. The holder of this position will provide technical support to the ARIN network and scale up research towards climate change and development.

Overall Purpose of the Job

Research and mainstream evidence into public policies by strengthening government capacities, engaging with sectors to advance adaptation measures, adaptation financing and identifying sectoral support needs and opportunities as well as supporting governments in drafting of climate change negotiation positions and advisories.

Responsibilities

- Manage and review the deliverables from team members and partners, ensuring that they adhere to ARIN's vision and quality standards, particularly concerning sustainable development, gender equity and climate-resilience.
- Support ARIN stakeholders including governments and partners with technical advice on climate change and development with focus on resilience, gender equality, disaster risk reduction, energy and synergies with mitigation measures.
- Promote an ongoing dialogue with policy makers including various sectors and NDC offices of African countries and stakeholders involved in climate change work.
- Support the preparation of research proposals and related fundraising activities.

- Work closely and collaboratively with other scientists to design, implement, analyze and summarize innovative research.
- Publish results in high quality, peer-reviewed journals.
- Present results at conferences and seminars.
- Support the designing, conducting, writing, and disseminating of high-quality research and communicating research findings through research papers, journal articles, reports, policy briefs, and other outlets.
- Participate in networking with relevant researchers, policymakers, and civil society actors at national, regional, and international levels.
- Coordinate knowledge, management platforms including databases and publication linkages amongst others.
- To support productive global and regional dialogues, partnerships, institutional relationships and joint initiatives with select Africa regional focal points.
- Perform other related duties as may be assigned.

Qualifications, Knowledge and Skills

- A PhD degree in environment, natural resource management, climate change, conservation, development, or related sciences.
- At least five (5) years of verifiable work experience in climate change research.
- Proven experience in initiating and carrying out own research projects on issues related to climate change.
- Experience in international, multi-cultural setting and in interacting with researchers, policymakers, donors, and civil society across a wide range of contexts.
- Knowledge of qualitative and quantitative research methods.
- A record of relevant publications.
- Excellent report writing, communication and project management skills.
- Demonstrated experience with successful formulation of project proposals.
- Knowledge of UNFCCC decisions, Sendai Framework, SDGs, NDCs and climate change related public policies and plans.
- Proficiency in the use of online communication tools and standard software.
- Proficiency in written and spoken English. French is an added advantage.

Terms of Employment

The position is based in **Nairobi (Kenya)** and is anchored to the ARIN climate change thematic area. This is a three (3) year flexible contract reviewed and renewed annually.

ARIN offers a multicultural, collegial research environment with competitive salary and comprehensive benefits. We are an equal opportunity employer, and strive for gender balance, diversity, and inclusion in all our recruitment.

Application Submission

Please send your application not later than **7th February 2023**, to human-resource@arin-africa.org with the **position and reference number** in the subject line. Interested candidates should attach: (a) a cover letter illustrating suitability for the above position against the listed qualifications, competencies and

skills. (b) Detailed curriculum vitae, including names and contact information of three referees knowledgeable about your professional qualifications and work experience. Both documents in English. Please note that only shortlisted candidates will be contacted.

VACANCY002 2023: PERSONAL ASSISTANT TO THE EXECUTIVE DIRECTOR

ARIN is seeking a dynamic, outstanding and self-motivated **Personal Assistant (PA)** to the Executive Director (ED). The PA must be creative and enjoy working within a small, research environment that is mission driven, results focused and development oriented.

Overall Purpose of the Job

Provide executive support in a one-on-one working relationship with the ED and serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Executive Director. Serves as a liaison to the advisory committee and senior management teams.

Responsibilities

The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. Executive Support

- Complete a broad variety of administrative tasks for the ED including: managing active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Communicate directly, and on behalf of the ED, with advisory board members, regional focal points, donors, staff, fellows and others, on matters related to ED's programmatic initiatives.
- Provide a bridge for smooth communication between the ED's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the ED's ability to effectively lead the organization.
- Support human resource functions.
- Assist the advisory board members with all travel as needed.
- Maintain discretion and confidentiality in relationships with all board members.
- Adhere to applicable rules and regulations set in by-laws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
- Ensure that the ED's bio is updated and respond to requests for materials regarding the ED and the organization in general.
- Edit and complete first drafts for written communications to external stakeholders.
- Work with the communication team in coordinating the ED outreach activities.
- Follow up on contacts made by the ED and supports the cultivation of ongoing relationships.

Qualifications, Knowledge and Skills

- MBA or advanced BA in Human Resource Management (HRM), public relations, political science and public administration and other related fields.
- Expert level written and verbal communication skills in English, knowledge of French or German is an added advantage.

- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, advisory board members, external partners and donors.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.

Terms of Employment

The position is based in **Nairobi (Kenya)** and is open to all Africa's nationals. This is a three (3) year flexible contract reviewed and renewed annually.

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Application Submission

Please send your application not later than **7th February 2023**, East African time to human-resource@arin-africa.org with the **position and reference number** in the subject line. Candidates should attach:(a) cover letter illustrating suitability for the above position against the listed qualifications, competencies and skills. (b) a detailed curriculum vitae, including names and contact information of three referees knowledgeable about your professional qualifications and work experience. Both documents in English. Please note that only shortlisted candidates will be contacted.

VACANCY003 2023: COMMUNICATION SPECIALIST

In order to promote the work of the Africa Research and Impact Network (ARIN) and the key achievements, the network is seeking the support of a **Communications Specialist**. ARIN's relationships are built on effective communications to inform, persuade and engage our stakeholders, partners and audiences at the nexus of sustainability research and policy

Overall Purpose of the Job

Promote greater knowledge among key stakeholders and the public, on the work of ARIN nationally and globally, within the framework of the ARIN Communications Strategic Plan 2023 - 2028. **Key**

Responsibilities

- Develop a communication work plan for the network in line with the organization's Communication Strategy
- Create and/or update the representation database including press contacts, international institutions and organizations interested in receiving information from ARIN.
- Perform roles in managing media relations and counterparts.

- Maintain mutual relationship between ARIN and the national and international media. This includes coordination of press conferences, preparation and dissemination of bulletins including all other aspects of media liaison.
- Develop and implement risk communication and community engagement plan.
- Support preparation, production and dissemination of educational material including print, electronic media on ARIN work.
- Produce and disseminate quarterly newsletter.
- Maintain the ARIN website, Facebook, Twitter, LinkedIn pages and provide advice on the use of other social media platforms.
- Ensure that all products, documents, materials and events carried out in the execution of the agreements and projects comply with the established institutional and intellectual property policies of the organization.
- Support the organizations public communications activities through the drafting of talking points, speeches, press releases, Op-Eds, interviews, events, photos and other communication products.
- Assist with the revision and editing of texts and/or documents for publication by the team.
- Develop, maintain and update a digital photo record.
- Assist with the dissemination of results of programs, projects and activities undertaken by the team.
- Provide guidance for exhibition planning and assist in the preparation and set up of the booth and displays for ARIN at major events.
- Create visual products and design graphic products in keeping with organizational standards.
- Any other required activity to fulfill the objectives of the ARIN network. **Qualifications,**

Knowledge and Skills

- MA in mass Communications, Journalism, public relations, communication sciences or equivalent.
- Previous employment experience (minimum 3 years) in communication, journalism, print media, research documentation and institutional communication.
- English native speaker. Working knowledge of French is an added advantage
- Excellent in written and verbal communication.
- Familiarity with local and international media, and established network of concepts with local journalists.
- Ability to clearly and concisely express ideas and concepts in written and oral form.
- Proven ability to develop approaches and materials for diverse target audiences, including messaging on culturally sensitive issues.
- Demonstrated experience implementing visibility communications.
- Excellent writing and editing skills in English with strong analytical and research abilities.
- Solid knowledge of web production, social media and multimedia tools.
- Excellent photography and advocacy skills.

Terms of Employment

This is a national recruited position and is based in **Nairobi (Kenya)**. The initial contract is for one (1) year, subject to a trial period of three (3) months and is renewable based on performance and availability of funds.

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VACANCY004 2023: FINANCE OFFICER

ARIN is seeking to recruit a **Finance Officer** to support the Administration Manager in developing business planning, budgeting, and HR operations within the company.

Overall Purpose of the Job

The purpose of this position is to support the financial management of the organization including management of expenditures, financial reporting, and other duties as assigned. The position holder is also expected to support the operationalization of internally accepted financial management standards and to ensure compliance with the various financial regulations and law of the host country as well as international donors and partners supporting ARIN's work.

Key Responsibilities

Support ARIN's financial management, cash and investment management, financial and donor reporting, accounting, budgeting, grants and contracts, and procurement functions.

- Ensure timeliness and accuracy of financial statements.
- Ensure legal and regulatory compliance regarding all financial functions.
- Ensure that all financial audits and tax returns are completed in a timely manner, that ARIN quickly responds to all findings and including nonconformance and that necessary action is taken throughout the year to ensure clean audits and highest standards of financial accountability and reporting to the management, donors and the board.
- Oversee budget development, project cash flow planning, and financial monitoring. Familiarize with using risk assessment tools to help with budget planning.
- Work with external consultants to review, update, strengthen and develop policies and procedures for finance, accounting, auditing, grants and contracts and procurement. Ensure that staff are trained in the use and application of all policies and procedures.
- Lead staff members in the digitalization of ARIN financial processes.
- Work closely with researchers to provide regular cashflow projections
- Work in close coordination with the management team to ensure preparation of high-quality financial reports for advisory board meetings on finance, budget, audit and other related issues.
- Ensure that payroll is processed accurately.

Qualifications, Knowledge and Skills

- MA or advanced bachelor's degree in public or business administration, human resource management, finance, accounting, or related field.
- Four (4) years of experience of increasing financial leadership responsibility, preferably in a and international grant-funded nonprofit organization.
- Strong analytic capabilities, especially in financial management, contracting and procurement.
- Experience with proved financial management systems
- In-depth knowledge of labor laws and HR practices.
- Demonstrated commitment to diversity and inclusion as well as an understanding of the contributions a diverse workforce brings to the workplace.
- Demonstrated organizational leadership and decision-making capability at a senior management level in a collaborative manner.
- Demonstrated ability to exercise sound judgment and maintain confidentiality when dealing with sensitive matters. Experience with employee relations.
- Exceptional work ethic, well-focused; constructive, positive attitude.

Terms of Employment

This is a national recruited position and will be based in **Nairobi (Kenya)**. The initial contract will be for one (1) year, subject to a trial period of three (3) months and is renewable based on performance and availability of funding.

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