

Vacancy Announcement	<b>Research Officer</b>
Job Duration	21 Months starting January 2019
Location	International Co-operative Alliance – Africa (The Alliance Africa) {Nairobi, Kenya}
Salary	Competitive

## CONTEXT

The ICA-EU ‘Cooperatives in Development – People-centred businesses in action’ project is to promote the cooperative business model in global, regional and local development context, and strengthen cooperative organisations as viable actors in the development processes in their own right. This project runs from March 2016 to August 2020.

The International Co-operative Alliance is an independent, non-governmental organization established in 1895 to unite, represent and serve co-operatives worldwide. The ICA Africa regional office is based in Nairobi and provides a voice and forum for knowledge, expertise and coordinated action for and about co-operatives in the region. The ICA-Africa members are national co-operative organizations across 37 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, housing and insurance. More information is available at: [www.icaafrica.coop](http://www.icaafrica.coop)

## ROLES AND RESPONSIBILITIES

The main purpose of this job is to ensure that foreseen training and research activities are well coordinated and Outputs are used for advocacy and knowledge enhancement and sharing in the Africa Regional Office within the framework of the EU Project entitled “Cooperatives in Development – People Centred Business in Action”, and ensure harmonization with global themes.

The Research Officer will work within the Africa Unit of the ICA-EU partnership team and report to the Project Manager.

### Principal Roles and Responsibilities:

The Research Officer will be responsible for coordinating training and research activities foreseen in the project, and ensure their smooth running. In collaboration with the other Regional Offices, he will assist in the provision of current and relevant information from the research undertaken at Africa regional level, and improve knowledge about the cooperative model and its assets in development processes.

The Research Officer will provide substantial input for training modules and publications, and ensure dissemination of the same to all relevant stakeholders in the Africa Region, in harmonization with the Africa program themes. This includes contributing to the mapping of cooperative organizations and

the realization of a study on legal frameworks, as well as conducting thematic research on cooperative development topics.

**Key responsibilities upon which the position's deliverables are contained:**

- Collect qualitative and quantitative data from grass roots/national level cooperatives in order to improve knowledge on cooperative themes in development.
- Conduct research in collaboration with academic and other relevant institutions on regional and national legal frameworks applicable to cooperatives.
- Analyze data and synthesize findings into high-quality reports and papers.
- Draft and edit regional contributions to ICA Africa and Global research.
- Liaise and network with stakeholders from national and regional cooperative organizations with a view to jointly identify training needs and provide necessary technical and administrative training.
- Monitor international development topics and identify research areas relevant for cooperative development in the region.
- Produce quality content on these topics in the form of regional thematic publications.
- Assist with the elaboration of research methodologies.
- Present research findings in internal and external events.
- Participate in methodological training sessions along with Research Officers from other regions.
- Carry out any other duties as required.

**Essential**

- An African with a Masters degree in international relations, management, economics, finances, political sciences, law or similar;
- At least 2 years of relevant professional experience in research /or management;
- Good understanding of the co-operative enterprise model as well as multilateral development actors. Preferred with knowledge of EU and its institutions (especially Directorate General International Cooperation and Development); papers & policy positions like EU Roadmaps for CSO Engagement etc.;
- Excellent command over English; attentive to details and able to prioritize work; good IT and communication skills; ability to work in a multi-cultural team;
- Knowledge of both English and French and interests in areas concerning co-operative development will be considered as an asset.

Interested candidates are asked to apply by submitting the **application form** below and a **detailed CV** to [ica@icaafrica.coop](mailto:ica@icaafrica.coop). Please mention in the email subject your name followed by 'Research Officer'. Deadline for applications is **November 30, 2018**. Only those candidates selected for interviews will be contacted. No phone calls please. Interviews will take place at our office in December 2018.

Kindly download the application form here (<https://icaafrica.coop/sites/default/files/basic-page-attachments/application-form-396377067.zip>)

## APPLICATIONS:

### Application Form

Please fill-in the application form below, and send it back with a detailed CV.

#### Personal details

<b>First name:</b>		<b>Last name:</b>	
<b>Address:</b>		<b>E-mail:</b>	
		<b>Mobile:</b>	

#### Education

Please give details of relevant secondary high-school/college/university attended, dates and qualifications gained.

University/College	Qualifications gained

List general, specialized and other trainings undertaken, whether obtained formally or informally, which you feel to be relevant to the position. Please provide a short description.

Training, course, etc.

#### Competencies, knowledge and experience

Please explain how your skills and experience match the specifications listed in the roles and responsibilities. Please use relevant personal examples to support your case (max 1/2 page).

#### Motivation for application

Please explain why you are applying for this position (max 1/2 page)

If offered the position, when could you take it up? (Date)

- Signed and Date