



Somali Institute for Development Research and Analysis

Garowe, Puntland, Somalia | Telephone: +252 5 846044 | Email: info@sidrainstitute.org

VACANCY: DEPUTY EXECUTIVE DIRECTOR TERMS OF REFENCE

I. General Information

Position:	Deputy Executive Director
Department:	Management
Duty Station:	Garowe, Puntland State, Somalia
Duration of Assignment:	One Year with possibility for extension
Probation period:	3 months
Reporting to:	Executive Director and Board of Directors

II. Background Information

SIDRA is a registered non-governmental, not-for-profit institution for research and analysis, policy support, development projects planning and implementation based in Garowe, Puntland State, Somalia. The Institute carries out high value research and analysis in a variety of disciplines to generate evidence-based knowledge products which provide insight and inform decision-makers in governments, business and private sector, civil society and the community at large. It also offers technical innovative solutions to key development issues facing Somalia from conducting needs and capacity assessments, supporting planning, design and implementation of projects to output monitoring, learning and impact evaluation. Our studies, policy briefs and projects focus mainly on Gender and Women's Empowerment, Good Governance and Democracy and Socio-economic Development of Somalia.

SIDRA is looking for a Deputy Executive Director to support the leadership and management of its expanding portfolio of research, forums and development projects.

III. Duties and Responsibilities

Based in Garowe and reporting to SIDRA Executive Director and the Boad of Directors, the Deputy Executive Director is responsible for the following cores areas:

- a) Supporting the Executive Director in the leadership and overall management of the operations and resources of the Institute and advising the Board of Directors on the long-term strategic policies and development of the Institute.

- b) Deputising for the Executive Director during his absence and assuming the overall management of research studies, development projects and other programs based on SIDRA's thematic focus areas including managing results, ensuring accountability and value money and reporting on impact
- c) Promote SIDRA's organisational development and efficiency to enable SIDRA to implement its goals and objectives
- d) Oversee the development and implementation of dynamic programs of research from conception, design to completion and maintaining high standard and quality based on current and emerging socioeconomic, political and cultural trends.
- e) Coordinate the quarterly thematic policy reviews and the production and dissemination of research and knowledge products including the publication of policy briefings, articles and commentaries, organisation of SIDRA forums and production of SIDRA TV programs.
- f) Lead the development of quarterly and annual reports of all SIDRA's programs and forums.
- g) Ensure effective communications are maintained with all stakeholders
- h) Contribute to the development of a Brand identity for SIDRA to enhance the visibility and stature of the Institute.
- i) Assess staff performance, including interns, and support continuous education and professional development through on-job training, mentoring and course-based learning
- j) Maintain a collaborative organisational culture and create results-oriented team of qualified researchers
- k) Monitor and analyse security and political developments related to SIDRA's thematic focus areas while suggesting actions to the Executive Director that are both relevant and assure SIDRA's long-term sustainability
- l) Meet operating and financial objectives against budget and addressing areas for improvement

IV. Target Outputs (Measurable Results)

1. Number of projects and programs successfully implemented, monitored and evaluated
2. Number of staff and interns who receive on the job and course-based training and are able to apply the knowledge and skills in their tasks
3. Number of policies, guidelines and manuals developed for SIDRA
4. Number of successful fundraising initiatives and engagements with existing and prospective partners
5. Number of successful research projects, peer reviewed articles, workshops and knowledge production assignments
6. Number of quarterly and/ or annual SIDRA TV programs produced and forums organised
7. Number of staff meetings, employee surveys and one to one performance evaluations

V. Competencies

1. Project development and management skills and experience in high quality planning and overseeing programs with significant socioeconomic impact.

2. Resource mobilization and effective resource management skills
3. Ability to conceptualize and convey strategic vision from the spectrum of development experience
4. Proven track record of excellence management, leadership and representation skills
5. Demonstrated negotiating, cultural sensitivity and diplomatic skills
6. Effective capacity to supervise program implementation
7. Have well-developed people management, team building and motivational skills
8. Ability to develop information, tools and resources to support work achievement including effective statistical data skills, research methodologies and analytical and systematic approach to problem solving
9. Effectiveness orientation and pro-activity
10. Ability to leverage information technology, executive information system, management techniques and tools for optimal office performance
11. Strong interpersonal, communication and presentation skills

VI. Qualification

Level of Education:	Minimum of Master's degree; Desired PhD
Areas of Study:	Economics, development studies, sociology, social policy and other related Social Sciences
Years of Work:	Minimum of 7 years of working experience in program management and research
Languages needed:	Expert knowledge in English and Somali Knowledge of Arabic is an asset
General Skills / Other:	Good communication skills Ability to operate as part of a team, but also independently, depending on the situation Ability to use Microsoft Office Applications (Word, Excel and PowerPoint) Ability to identify innovative approaches to problems in a challenging environment
How to Apply:	Interested candidates should send their resumes to hr@sidrainstitute.org by 15/10/2021 at 5:00PM

Only the short-listed candidates will be contacted and invited for interviews at SIDRA offices