

# VACANCY

## RESEARCH ANALYST OFFICER

recruitment@cddwestafrica.org



### BACKGROUND

In view of its quest for expansion, productivity and actualization of its strategic plan and Program objectives, a Non-Governmental Organisation (NGO) is currently searching for competent, experienced, resourceful and proactive officers to join its team and fill the following positions:

#### Job Position: Research Analyst Officer

**IndustryType:** NGO  
**Job Location:** Abuja  
**Contract Type:** Full Time

### Job Summary

The Research Analyst will lead in the provision of support to the organisation's evolving areas of analytical and programmatic expertise, especially in the areas of democratisation, security, emerging technologies, and sustainable development in West Africa. :

#### Qualifications and Requirements

- A master's degree in the social sciences, law, or the humanities (though exceptional recent graduates will be considered).
- Strong writing and analytical skills.
- Exceptional organisational skills and attention to detail.
- Demonstrated interested in and understanding of issues related to peace and mediation, conflict and insecurity, democracy and elections, women's political

participation and gender inequalities, disinformation, transitional justice, and how emerging technologies will affect politics and society.

- Excellent verbal and written communication skills.
- Ability to work in a team environment.
- Proficiency with entire Microsoft Office Suite and experience in multimedia production.
- Experience in a non-profit, think tank, or analytical research role preferred.

## **Responsibilities**

- Provide advanced analytical support to the research unit, including leading in drafting and authoring research briefs and memos on relevant issues. Contribute to the preparation of high-quality research outputs and multimedia products.
- Provide on-call research to support preparation for meetings, events, publications, multimedia products, and research trips.
- Attend relevant policy and scholarly events and provide a summary to research unit.
- Consult a wide variety of news services and peer reviewed journals and prepare memo to brief the research unit staff on relevant and emerging trends in West Africa.
- Effectively coordinate and manage the pool of research interns
- Support in maintaining and developing external partnerships in private, public, and civil society sectors.
- Liaise with our communications team to maximise the exposure of our research and advocacy.
- Support in identifying new research and funding opportunities that have the potential for significant growth.
- Undertake any other duties assigned by the Director of research.

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## Method of Application of Application

Applicants for the respective positions above must email their CVs (Max 3pages, Word or pdf) and a letter of expression of interest to: [recruitment@cddwestafrica.org](mailto:recruitment@cddwestafrica.org) using the "Name and Job title" as the subject of the mail. Two (2) writing samples, each no longer than 5 pages in respect of the Research Officer, Communication Officer and the Head of Program.

## Applications Deadline: 28th February, 2021

### Further Notes:

- Only shortlisted applicants will be contacted.
- Only Electronically submitted applications will be entertained. Scanned applications will be disregarded.
- No phone calls, please.
- Subject line of emails must state clearly the Name of Applicant and Job Title of position applied for.



**Centre for Democracy & Development**

**Centre pour la démocratie et le développement**

The Centre for Democracy and Development (CDD) was established in the United Kingdom in 1997 as an independent, not-for-profit, research training, advocacy and capacity building organisation

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