

Helen Keller Intl Job Announcement

Gender Research Manager **Transforming Lives through Nutrition** *(Abuja, Dakar, or Nairobi)*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

We are seeking a Gender Research Manager to design and oversee the implementation of mixed methods participatory research studies to understand the range of barriers women face in seeking and accessing five lifesaving health services (prenatal supplements, support for optimal breastfeeding and complementary feeding, vitamin A supplementation of children 6-59 months, and the early detection and treatment of acute malnutrition in children under five) to inform improved delivery models.

We envision designing the research to engage local women in the formulation of the research questions and in testing the identified solutions for more gender-responsive service delivery. The Manager will consolidate and share out learnings to strengthen delivery of these five nutrition services by the respective health systems of the program countries. They will engage with governments and communities to reflect on the implications of key findings and determine how best to apply them to inform policies and learning materials to overcome the barriers identified by the research.

Functional Relationships

Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork are essential to make this structure thrive.

Reporting to the Program Director, the Gender Research Manager will be a member of the central Project Management Team (PMT) for Transforming Lives through Nutrition. To ensure congruity and consistency of technical approaches and cross-organizational learning, the position will also have a dotted line reporting relationship to the Monitoring Evaluation & Research Advisor for Africa and will be a key resource person for the global nutrition team.

The Research Manager and other members of the PMT provide oversight and guidance to country office teams. They liaise with Country Directors, and Project Managers and their teams to facilitate the integration of all facets of the program work with the common goal of ensuring that project objectives are met. The position will also serve as a co-manager of the research leads in implementing country offices.

Helen Keller's programs require close relations with governments, partner NGOs, and donors, including UN agencies. The Research Manager will contribute to nurturing and overseeing some of these cooperative relationships and will represent Helen Keller to donors and the international community, as needed.

Key Responsibilities

Overall Management and Leadership

- As a member of the PMT, participate in strategic planning and direction setting and the development of a growth strategy for the multi-country portfolio, lending your unique perspective and expertise to the process.
- Collaborate with relevant colleagues to develop and guide high-quality research planning, management, execution and analysis, including oversight of country program activities.
- Provide regular updates on the research and learning to the PMT. Make recommendations to the PMT based on analysis of progress to date and challenges encountered.
- Review and assess status of the portfolio research, tools, procedures and workflows: identify gaps or outdated approaches and prioritize improvements.
- Participate in work groups, as assigned, to develop global policies and approaches and/or optimize systems, procedures, global indicators, training modules, etc.

Manage Research Portfolio; Disseminate Findings

- Collaborate and coordinate with relevant colleagues to define and prioritize a learning agenda for the program.
- Draft research protocols for identified research questions which include: objectives, methods (study population, sample size, study procedures, data collection, entry and management, ethical approval), analysis and reporting plan, and budgeting.
 - Align design with donor requirements such as the gender-responsive strategies and interventions with the Global Affairs Canada Feminist International Assistance Policy (FIAP) KPIs.
 - Integrate safeguarding protocols.
- Coordinate and guide the implementation of research and studies in country program offices:
 - Develop and/or adapt protocols and tools.
 - Develop and roll-out training.
 - Oversee work of local managers to ensure gender equality indicators and outcomes are accurately reported and aligned with the project's log frame and performance management framework.
 - Conduct regular analyses of the performance of the assigned research portfolio.
- Gather and synthesize information needed for data analysis and/or reporting for assigned portfolio.
 - Conduct and/or review data analysis.
 - Write and/or edit donor reports, lessons-learned reports, policy briefs for government partners and manuscripts for publication in peer reviewed publications.
 - Draw from findings to identify indicators that can be integrated into organization wide tools.

- Based on research findings, lead the creation, testing, adaptation, and dissemination of training materials and counseling tools (in consultation with the program MEL team) for health and community workers and policy guidelines for health managers to reduce gender-related barriers to Transforming Lives program activities.
 - Develop tools for monitoring the impact of the counseling, training, and policy guidelines on women's receipt of the key lifesaving services.
- Review and contribute to the writing of all Transforming Lives reports, internal and external, their quality and timeliness.
- Upon request, provide technical advice and guidance to other teams on approaches to reduce gender-related barriers.
- Collaborate with country office and Transforming Lives leadership to:
 - Develop country-specific budgets, procurement plans, and financial monitoring tools that are linked to activities and implementation plans and donor requirements.
 - Review work planning tools and financial reports to monitor the project budgeting and activities; and course correct, as needed.

Human Resources Management

- Collaborate with program office leadership to build highly effective research teams to carry out studies: delegate authority, consult with and guide staff to achieve goals and contribute to an atmosphere conducive to professional growth and development.
- Model collaboration for your matrixed team: effectively consult and inform colleagues to maximize efficiency and knowledge sharing; and integrate guidance and direction from subject matter experts in your team and elsewhere in the global organization to maximize performance.
- Ensure accountability to clients, partners, colleagues and donors by providing ongoing feedback in a context of mutual respect.

Required Qualifications/Competencies

- Demonstrated experience:
 - designing and conducting operational research including both qualitative and quantitative methods;
 - implementing surveys and research protocols that integrate safeguarding measures, and training and supervising survey and/or research teams in Africa or Asia;
 - conducting gender analyses, participatory methods, and utilizing data for program improvement;
 - developing and implementing gender-responsive strategies and interventions; and
 - undertaking both local and high-level representation and advocacy to strengthen delivery of services within health systems.
- Track record in publishing in peer-reviewed journals.
- Experience working in Africa and/or Cambodia, with a deep understanding of the cultural and gender dynamics in at least one of the priority countries.

- Very good oral and written English language skills, including the ability to quickly synthesize complex technical and programmatic issues into concise communications.
- Ability to communicate in French.
- Experience collaborating across departments to integrate all aspects of finance and administration with the work of program teams to meet program outcomes and fulfill objectives established in awards.
 - Examples include: preparing budgets and procurement plans; reviewing work plans and program and donor deliverables; and monitoring budget vs. actuals.
- Excellent interpersonal skills, including an ability to effectively lead a team in a cross-cultural environment, communicate a vision, make timely and transparent decisions, and manage conflict.
- Highly computer literate including:
 - knowledge of Microsoft office suite or equivalent;
 - strong Excel skills, including pivot tables; and
 - proficiency in statistical analysis using STATA.
- Prior experience developing and delivering trainings strongly preferred, along with demonstrated knowledge of effective adult learning techniques.
- Well-established and practiced organizational and planning skills.
- Ability and willingness to:
 - flex schedule to accommodate availability of colleagues in other time zones;
 - travel at least 20% to project country offices and/or to meetings and conferences.
 - NOTE: All staff must be vaccinated against COVID-19 in order to travel internationally.
- Collaborative, flexible and solution-oriented. An ability to maintain balance when under stress.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Personal commitment to Helen Keller’s mission and the values embodied by our namesake and co-founder: courage, integrity, rigor, and compassion.

Qualifications

- Master's degree or higher in Gender Studies, Public Health, Nutrition, Epidemiology, Statistics or a related field, plus
- A minimum of 8 years of experience in gender analysis and gender-responsive programming, and research design and management, preferably in the context of nutrition or public health, or an equivalent combination of education and experience.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org. Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.