



Manager, Research (Contractor)

We are seeking an **independent contractor** to join our dynamic team in the role of **Manager, Research**. This **part-time** opportunity will work focus on the [Africa Integrity Indicators](#) (AII) research, working closely with the Director of Programs and Partnerships, the AII program team, and an international network of contributors to produce, analyze, and disseminate high quality research on transparency, accountability, governance and human development issues. AII will be entering its sixth round of research in July 2017; the contractor will play a key role in managing and improving the research, dissemination, and engagement processes. This position would **start in July, 2017 and run through April 6, 2018**. This opportunity would start at **20 hours and go up to 25 hours per week**, with the majority of these hours based the **OpenGov Hub in Washington, DC**. There is flexibility on how those hours are allocated through the week.

About Global Integrity

We're a small team of motivated professionals dedicated to supporting progress toward open and accountable governance in countries and communities around the world. We believe that citizens have the right to shape the rules that govern their lives. Moreover, when governance is open and citizens are part of the process, societies are better able to address challenges such as corruption, poor service delivery, environmental degradation, and persistent poverty. Open and accountable governance is fundamental to inclusive and sustainable development. We support progress toward more open governance through a combination of data and research, country-level engagement, and global advocacy.

Global Integrity is a small, non-hierarchical, high-performing team at the leading edge of efforts to shape thinking, policy and practice on open governance.

For more information, visit our [website](#) and follow us on [twitter](#).

Job Responsibilities

The contractor, based in Washington, DC, is responsible for the following:

- Recruiting and virtually managing teams of in-country contributors and respondents.
- Performing detailed, high-intensity quality control over the resultant data points (in the thousands), including fact checking and editing.
- Providing capacity building, training, and providing detailed feedback and guidance to researchers and contributors.
- Coordinating all logistical tasks associated with such research projects (including contracts management, payments management, and deadline management).

- Managing relationships with assigned contacts, sectors, and/or countries of focus.

The person filling this position will have the opportunity to manage a key portion of the Africa Integrity Indicators work, working in close communication with teams of in-country expert contributors.

Qualifications & Requirements

There is no cookie cutter ideal candidate for any position at Global Integrity. We are instead more interested in an individual's drive, professionalism, and entrepreneurial energy. For this particular position, the following factors will strengthen an applicant's candidacy:

- Excellent written and spoken French and English are required. No exceptions.
- At least five years of relevant experience in journalism, international development, political science, and/or related fields.
- Graduate degree in a relevant area of study including, but not limited to, journalism, public policy, international relations, comparative politics, or development studies.
- At least three years of experience working on research and ensuring consistent application of evidence-based research methodologies.
- Demonstrated command of transparency, accountability, governance and development issues at the national, subnational, and/or sector levels is strongly preferred.
- Knowledge and experience working in Africa is strongly preferred.
- Resourcefulness performing online research and disposition to provide guidance to others.
- Experience in project management, including tracking contracts, payments, deadlines, workflow design, and virtual management of large teams of researchers.
- Excellent writing and editing skills, preferably with experience in both short and long form (from blog posts to white papers).
- Exceptional attention to detail, ability to perform on tight deadlines, and proven ability to communicate clear and concise instructions.
- Proven ability to set priorities, manage time effectively, handle multiple ongoing projects.
- A commitment to Global Integrity's mission.

Our Culture

Our office environment requires openness, collaboration and flexibility. Our staff has an uncommon diversity of responsibilities: from high-level strategy to online messaging to logistics issues; everyone contributes. You will develop new skills with this opportunity; expect to learn and adapt constantly. We are very much a learning organization.

International literacy and cross-cultural sensitivity are considered core competencies.

Time commitment and term

The contractor is expected to complete the work assigned to him/her in 20-25 hours weekly, which should be worked on-site at the OpenGov Hub (1110 Vermont Ave., NW, Suite 500, Washington, DC, 20005). At times where needed, additional hours may be worked if agreed mutually in advance with the supervisor.

The contractor's position will begin as soon as possible (July 2017), and continue until April 6, 2018

Compensation

Compensation will be commensurate with experience, and set at an hourly rate. The contractor will invoice Global Integrity every two weeks for payment, based on approved work hours.

How to Apply

Please email jobs@globalintegrity.org with a brief cover letter and resume/CV, including the job title in your subject line.

Deadline for applications: We will be reviewing applicants on a rolling basis, and the position will remain open until filled