Terms of Reference: Research & Development Manager

The Research & Development Manager will be responsible for providing managerial leadership to the various projects, manage and support the day-to-day activities and resources of the projects, with special emphasis on coordination, networking, management, reporting, and mobilization of resources. The Research & Development Manager will liaise on a regular basis with the RTC Departments of Academic Affairs (AAD), Administration & Finance (AFD), and the Department of External Relations and Developments (DERD), as well as with relevant government departments, civil society organizations, and other external stakeholders.

The specific tasks of the Research & Development Manager are listed as follows:

- Manage project coordinators/Principal (co-)Investigators and oversee the execution of project activities as per the approved project document, annual work plans, and budgets.
- Provide guidance and support to project teams and stakeholders involved in the project implementation.
- Organize and conduct regular staff meetings, annual project reviews, and planning meetings.
- Ensure the timely production of project progress reports, both narrative and financial, by liaising with project coordinators, faculty, researchers and AFD.
- Establish and maintain relationships with relevant departments, agencies, and projects, both inside and outside of the country, to facilitate learning, sharing experiences, and developing synergies.
- Conduct period monitoring visits to project sites to assess implementation progress and engage with local stakeholders.
- Identify, analyse, and document best practices and lessons learned from projects and to disseminate and implement these in other ongoing and new projects.
- Scope for funding and grant opportunities and contribute to project acquisition.
- Recruit research staff through co-designing terms of references and job-advertisements, and participate in the actual hiring process.
- Supervise project coordinators, researchers, and interns, and administrate the relevant HR policies in relation to their specific ToRs.
- Co-organize and facilitate symposiums, conferences, research workshops, and capacity-building activities
- Represent the Research Centre in relevant College coordination, progress, and planning meetings
- Supervise and coordinate the dissemination and outreach of research, including through its digital environment (website + social media)

Qualifications: A Master's Degree, preferably in the Social Sciences / Humanities / Environmental Sciences with 3-5 years of experience in research, management, and administration. Graduate with min. 8-10 Years of experience in developing and managing grant applications and projects

Desired skills: Research-innovative mindset, strategic thinking, problem solving, adaptability, ability to work independently, knowledge in MS Word, Excel, and Powerpoint, strong leadership and management skills, excellent communication and interpersonal skills, ability to multitask, strong command over the English language (both orally and written).

Salary: Negotiable and commensurate with Experience