



JOB DESCRIPTION

Job Title: Policy & Research Officer	Hours: 40 hours per week
Department: Science-Policy Interaction	Location: Buea, Cameroon
Anticipated Commencement Date: 4 January, 2016	Contract: 1 year, with a possibility of extension based on performance and availability of funds.

Introduction

The Environmental Governance Institute (EGI) is a legally registered not-for-profit organization based in Buea, whose mission is to reform environmental governance in Cameroon.

Our range of programs is aimed at enabling communities to participate in, and to influence how natural resources are governed. More importantly, we are keen on empowering communities as a means to ensuring that they benefit from rights-based environmental governance.

We generate up-to-date, accurate data on the state of the environment and natural resources and their governance to inform policy development. In this way, we will foster socio-economic growth in a way that is equitable and that does not compromise environmental sustainability.

Reporting Lines

The Policy and Research Officer reports directly to the Executive Director.

Other relevant staff: The Policy and Research Officer will have a direct working relationship with the Knowledge Management Coordinator, resident scholars, trainees and interns on research related matters. S/he will also interact closely with the Office Manager who will provide day to day program support.

Purpose of Role

The Environmental Policy and Research Officer will play a central role in achieving the core mission of EGI. S/he will collect, study and analyze data to propose actions and policies to

EGI partners and inform the general public.

Duties and Responsibilities

a) Policy Research coordination

- The Environmental Policy and Research Officer will design and conduct surveys, situational analysis, perform historical research to determine the extent and causes of environmental changes and the performance of current policy options.
- S/he will evaluate and interpret such data and complete reports, make recommendations and propose solutions for policy review, expansion or procedure modification.
- The holder of the position will assist in staff development, to create efficiency within the system, ensure staff continuity, and build capacity for research across different departments.
- Provide support to the Executive Director in the day-to-day management and coordination of EGI research activities in the region. This includes designing research projects and monitoring their implementation and ultimately, being accountable for the quality of the products
- Take lead in developing a publishing strategy for EGI's research work that promotes dissemination nationally and in international circles

b) Fundraising and networking

- Work closely with the Executive Director and research associates to develop a strong pipeline of proposals and facilitate timely reporting to donors and partners
- Identify and participate in national and regional forums where research strategies are discussed and represent EGI in discussions and activities to implement recommendations
- Provide leadership in facilitating communications and information sharing with other research organisations/ programs, and to donors and partners.
- Represent EGI at national and regional technical workshops and meetings.

c) Policy and advocacy work

- Liaise with the Knowledge Management Coordinator to develop an advocacy strategy that is representative of the target groups aspirations and monitor its implementation
- Take lead in preparing and disseminating research reports, policy briefs, working papers, press releases and other documents on key environmental issues.

Skills and Competencies

- A post-graduate degree in law, natural resources management, environmental policy, environmental law, international development or other related fields as well as relevant work experience (national, regional or international) for more than 2 years
- Adequately informed about the environment and policy issues in Central and West Africa, especially the Congo Basin
- Extensive experience in interdisciplinary, quantitative and qualitative research methodology, especially as they relate to environmental issues
- Demonstrable ability to manage multiple concurrent studies, build research capacity of staff of varied levels of experience
- Demonstrable budget management skills
- Excellent communication skills in general, and especially in scientific writing and presentation skills. Fluency in English is a must and a working knowledge of French though not mandatory, would be an advantage
- Computer literate, especially MS Office and quantitative and qualitative data analysis software such as Atlas PI, Nudist NVIVO and SPSS
- Good interpersonal skills and the ability to manage professional relationships, working in a complex, multi-cultural and highly dynamic working environment and be pragmatic in finding solutions and establishing systems and processes
- High levels of leadership and excellent organisational and time management skills, proactive and goal oriented, but also showing flexibility and adaptability to a rapidly changing organization.

This job description covers the main tasks and conveys the spirit of the sort of tasks that is anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Recruitment Timeline:

Deadline for Submission of Applications: **30 November, 2015.**

Preselected Candidates shall be invited to an assessment workshop/Interview: **On Saturday 12 December, 2015.**

Contacts:

Interested candidates should send:

- a cover letter (maximum of 2 pages)
- a detailed CV, including the contact details of two (02) professional referees

to: applications@engov-institute.org with subject: Application for a Job – Policy and

Research Officer