### Job Title
Research and Policy Analyst (Expert)

### Reporting requirements
Directly reporting to the Executive Director and to liaise frequently with the Deputy Executive Director, Director of Programs.

### Job Purpose
The Research and Policy Analyst will provide strategic and technical lead in research and policy analysis. This role involves overseeing activities related to research, advocacy, and policy influencing, producing advocacy tools and processes, and documenting policy analysis outcomes and impacts. The analyst will offer NAR management insights on influencing policy changes through research, strategic advocacy, and coalition-building.

### Main Responsibilities and Deliverables

#### Overview of Responsibilities:

- **Research and Policy Analysis Projects**: Plan and implement research and policy analysis projects in collaboration with NAR management, program team leaders, and partners to support evidence-based programming and policy advocacy.
- **Knowledge Production and Dissemination**: Lead the creation and packaging of high-quality knowledge, research, policy analysis, and advocacy materials that are accessible to relevant stakeholders, including citizens.
- **Policy Analysis and Development**: Analyse social development policies and programs, working closely with government counterparts and CSOs to identify alternative policy options.
- **Technical Input and Evidence Provision**: Provide technical inputs and research evidence in the review or design of government policies and programs.
- **Capacity Building**: Offer capacity building to NAR staff and partners in research, policy analysis, advocacy, and documentation.
- **Promote Research Culture**: Foster a culture of using Participatory Action Research (PAR) and other innovative research methodologies to ensure credible research findings and recommendations for policy advocacy.

#### Specific Responsibilities:

**Research:**

- Design and implement research projects, focusing on Peacebuilding, Governance, Human Rights, and Social Justice.
- Assist NAR management and partners in conceptualizing new research projects based on organizational needs.
- Advocate for Participatory Action Research (PAR) and innovative qualitative and quantitative research methods.
- Lead the dissemination of research findings to government institutions, CSOs, private sector, media, academia, and the public.
- Oversee scientific data collection, analysis, report writing, and ensure findings are utilized by relevant stakeholders.
- Supervise consultants and organizations engaged in research and policy analysis projects.
- Promote gender sensitivity and equality in research, policy analysis, and advocacy.
- Represent NAR at local, regional, and international research seminars, conferences, and meetings.

**Policy Analysis and Advocacy:**

- Lead NAR efforts in policy analysis and advocacy to influence policies.
- Analyse selected public, regional, and global policies trends, identify lessons for Rwanda's policy-making processes to assess their effectiveness and impact then provide recommendations.
- Facilitate NAR in delivering quality, innovative policy advisory services to government institutions, and support these institutions in integrating citizen priorities and national policies or programs.
- Analyse a wide range of development policies and programs, working with government counterparts and CSOs to identify alternative policy options.
- Offer technical inputs, feedback, and research evidence for reviewing and designing government policies and programs.
- Analyse the role of NAR and other CSOs in public policy formation, implementation, and evaluation.
- Lead the production and packaging of high-quality knowledge, research, policy analysis, and advocacy materials accessible to stakeholders, including citizens.
- Produce policy and advocacy documents such as concept notes, statements, briefings, policy briefs, position papers, articles, talking points, and key policy messages.
- Organize and facilitate policy dialogues, advocacy forums, roundtable discussions, bilateral meetings, and other policy-influencing platforms.
- Support the establishment and operation of thematic advocacy groups at the national level.
- Support management and NAR partners in identifying policies needing review based on researched evidence.
- Lead the process of reviewing the policy analysis and advocacy strategy.
- Actively participate in working and thematic groups to share research findings and documented policy issues.
- Participate in various forums organized by government and CSOs to discuss research findings and policy issues.
### Performance-related Management

As a staff member of the organisation, you will be expected to undertake and staff performance appraisal (based on tasks and responsibilities undertaken) and complete an accompanying competency format (*how a task is undertaken, behaviour, skills, and attitudes*) for you and staff under your supervision (if any).

**This will be undertaken 6-monthly and annually.**

A work plan of yearly objectives will need to be produced between the line manager and employee at the start of the year in January, after the annual planning of yearly programme activities and events have been completed.

The list of responsibilities is by no means exhaustive, and the post holder may be requested to undertake other relevant and appropriate duties as required. The job description may be subject to regular review and appropriate modification.

### Behavioural Competencies

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<tr>
<th>Competency</th>
<th>Description</th>
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<tr>
<td><strong>Organisational Awareness</strong></td>
<td>Understands how their job contributes and delivers NAR vision, mission, and goals in accordance with NAR values and the organisational strategic plan.</td>
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<td><strong>Planning and Delivery of Work</strong></td>
<td>Thinks ahead, managing time, priorities, and risks, and developing structured and efficient approaches to deliver work on time and to a high standard.</td>
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<td><strong>Decision-making</strong></td>
<td>Considers the information that is available, identifies options and makes timely decisions.</td>
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<td><strong>Working with Others</strong></td>
<td>Takes responsibility to build and maintain positive relationships and value the opinion of others.</td>
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<td><strong>Team Building</strong></td>
<td>Works in a participatory and inclusive manner to encourage team support of one another, mentoring, coaching and accompaniment.</td>
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<td><strong>Communicating and Influencing others</strong></td>
<td>Presents information and ideas clearly and convincingly, ensuring that messages are understood; and that others see NAR as credible and engage with the organisation.</td>
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<td>PERSON SPECIFICATION</td>
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<tr>
<td>Qualification</td>
<td>Progressive working experience in research, policy making or policy analysis and or policy advisory role,</td>
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<tr>
<td>Professional Experience, Knowledge and Skills</td>
<td>PhD or master’s degree in research Methods, Governance studies, policy Analysis, political sciences, development studies, Development Evaluation, law or any other relevant field in social sciences,</td>
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<td>A strong understanding of the Government machinery including national policy-making process and key moments of planning,</td>
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<td>A strong knowledge and understanding of post-genocide Rwanda’s political culture, rules of government system engagement and governance principles,</td>
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<td>Strong understanding of the Rwandan governance context and policy landscape,</td>
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<td>Previous experience with Government Institutions, Civil society Organizations and development partners</td>
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<td>Strong knowledge and understanding the drivers of future growth in Rwanda as well as national vision policies (e.g. NST1, blueprint Vision 2050) and their relationships,</td>
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<td>Expert skills in participatory action research, policy analysis and issue-based stakeholders’ relationships analysis,</td>
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<td>Strong capacities to provide technical inputs in public policy review and or formulation,</td>
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<td>Experience in designing and providing technical accompaniment including on the job trainings, learning by doing, etc.</td>
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<td>Strong capacities and experiences in designing quality capacity building materials in research methods, policy analysis, advocacy, etc.</td>
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<td>Demonstrate strong experience in conducting Mixed research approaches in thematic areas of Peacebuilding, healing and reconciliation, governance and human rights,</td>
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<td>Have strong experience in documentation of evidence-based case studies/evaluations especially in the governance and Rights or related domains,</td>
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<td>Previous experience in facilitation of high-level policy dialogue and thematic advocacy forums</td>
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<td>Ability to write up powerful change influencing materials (policy notes, issue-based policy briefs, background papers, discussion documents, human interest stories, etc.) and to engage high-ranking government policy-makers,</td>
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<td>Strong background in using Participatory Action Research Methodologies</td>
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• Demonstrated experience with quantitative analytical software such as SPSS or STATA and advanced excel spread sheet manipulation.
• Demonstrate professional skills and experience in qualitative and quantitative data analysis using SPSS, STATA, ATLAS. ti, NVivo, etc.
• Strong experience in digital data collection tool design and development using tools such as ODK, Survey CTO, Kobo Toolbox, CommCare, CSPro and SurveyMonkey.
• Sensitivity to details and inclusion issues.
• Excellent analysis and research report writing skills.
• Capacity for professional review and editing of research reports.

Personal Qualities

• An understanding of and commitment to Never Again Rwanda’s most vulnerable populations.
• An excellent verbal and written communicator.
• Excellent listening skills.
• Flexibility and a practical, can-do attitude.
• Committed to equal opportunities and working with diversity.
• Highly motivated and politically astute.
• Comfortable with complexity and ambiguity.
• Positive, resilient and supportive of others.
• Personal qualities of integrity, credibility, and a commitment to and passion for Never Again Rwanda’s vision, mission and values.
**Research and Policy analyst (Expert)** will report directly to the Executive Director of Never Again Rwanda and will liaise with Deputy Executive Director and Director of programs. The position will be based at NAR’s headquarters in Kigali, Rwanda, with occasional travel to field locations as required.

Interested candidates who meet the above qualifications should submit a cover letter, detailed CV, and three professional references to info@neveragainrwanda.org no later than 21 June 2024.

Please indicate “Research and Policy Analyst (Expert)” in the subject line of your email. Only shortlisted candidates will be contacted for interviews.

Never Again Rwanda is an equal opportunity employer and encourages applications from qualified individuals regardless of race, ethnicity, religion, gender, sexual orientation, disability, or age. We thank all applicants for their interest in joining NAR, but only shortlisted candidates will be contacted.