



## **Southern Voice Terms of Reference Project Officer**

**Location:** Remote

**Start date:** February 2024

**Duration:** 1 year with option to renew

### **I. About the role**

The Project Officer (PO) will be responsible for coordinating and supporting the successful implementation of research projects under the leadership of the Director of programmes and research. The role involves close collaboration with various stakeholders depending on each project, ensuring adherence to project timelines, and facilitating good internal and external communication.

The PO will be part of Southern Voice Secretariat's dynamic team, actively supporting the network's mission to advance the work of Global South scholars to inform global debates.

### **II. Key responsibilities**

#### **Research project coordination**

- Take a pivotal role in executing diverse Southern Voice Programmes, demonstrating proficiency in preparing project proposals, conceptual frameworks, work plans, etc.
- Drive impactful desk research initiatives, producing high-quality outputs such as literature reviews, annotated bibliographies, and insightful summaries to inform Southern Voice's research initiatives.
- Provide essential support in the research and writing phases of grant preparation, ensuring excellence throughout the lifecycle of research projects.
- Actively contribute valuable insights derived from desk research to fortify Southern Voice's position in the global discourse on pertinent issues.
- Identify and help cultivate new partnerships and opportunities to enhance the global impact of Southern Voice Programmes.
- Develop and maintain comprehensive project plans and timelines.
- Undertake additional responsibilities as directed by the Director of Programmes and Research, playing a key role in the effective implementation of Southern Voice's programs and mission.



### Quality Assurance

- Conduct thorough reviews of written materials, providing constructive feedback to ensure clarity, accuracy, and coherence.
- Promote the adherence to rigorous quality assurance processes by facilitating internal and external peer reviews.
- Supervise copyediting to maintain research integrity.

### Stakeholder Engagement

- Facilitate effective communication and collaboration among project teams, ensuring knowledge sharing.
- Support peer learning, outreach activities, and active participation in conferences, policy dialogues, and forums.
- Maintain proactive communication with all partners to ensure timely delivery and quality outputs for Southern Voice programs.
- Organize meetings, calls, workshops, and other activities to support program and project implementation.
- Identify new partnerships and opportunities to enhance the global impact of Southern Voice's programs.

### Reporting

- Monitor on the progress of research projects, identifying and addressing potential issues to maximise the quality and timeliness of outputs.
- Prepare regular reports and provide updates to the Director of Programmes and other relevant stakeholders on project status. This includes detailing milestones achieved, challenges faced, and the solutions implemented.
- Support the development of a monitoring and evaluation system and draft donor and in-house reports as required.

### III. Qualifications, skills and experience

Successful candidates should possess a proven track record in the field of evidence-informed policy and international development, demonstrating specific expertise in areas such as research project coordination, quality assurance processes, and desk research. Prior experience collaborating with diverse stakeholders, organizing and participating in conferences, and effectively communicating project status to stakeholders is highly valued. Additionally, candidates should showcase their ability to identify and cultivate partnerships,



contribute to the global impact of programs, and support the overall mission of Southern Voice. Strong organizational and communication skills, coupled with a strategic mindset, are essential for this role.

### Requirements

- Advanced skills in qualitative and quantitative research are required, gained from academic, policy research, or consulting backgrounds. The ideal candidate should showcase the ability to produce high-quality research outputs quickly, tailored for various audiences.
- At least four years of professional experience working and managing research projects and providing research support in the International Development field.
- Master's degree in Economics, International Development, International Relations, or related disciplines.
- Excellent research, writing and communication skills in English.
- Proficient knowledge of Spanish and French are an advantage.
- Strong familiarity with current debates in the field of International Development such as inequalities (gender, digital gaps, etc), digital transformation, climate change, etc.
- Proficient in efficiently prioritizing tasks and managing workloads in a remote setting.
- Demonstrates independent troubleshooting and addresses challenges with resourcefulness and initiative.
- Exhibits reliability, accountability, and the ability to independently manage tasks for timely completion.
- Possesses cultural sensitivity, fostering inclusivity in a remote work environment.
- Actively contributes to building a positive team culture, promoting collaboration, and cultivating a sense of community among remote team members.

### IV. Duration, working conditions & requirements

- This is a full-time and remote position with a three month probation period. The initial contract will be for three months and will be extended to one year after successfully completing the probation period. There is a possibility of extending for another year given the availability of funding.
- The Project Officer will report directly to the Director of programmes and research.



- Availability for work and meetings during the UTC-5 timezone, ensuring a minimum of six hours of overlap with the office hours from 9 am to 5 pm is an essential requirement.

## V. Application process

Interested candidates should complete [this forms](#) by 21 January, 2024 at 12:00 pm CET. You must upload, to the form, a 2-page CV listing two professional references and a 1-page cover letter (both in English)

Requirements for cover letter:

- (1) why you're right for this job;
- (2) show a clear understanding of our work;
- (3) It must also include a paragraph detailing how your experience would support the work of Southern Voice.

If you have any queries do not hesitate to ask at [admin@southernvoice.org](mailto:admin@southernvoice.org) with the SUBJECT "Project Officer Application" **Applications will be reviewed on a rolling basis, and we encourage interested candidates to submit their applications promptly to ensure timely consideration.**

We actively encourage candidates from the Global South to apply. Valuing the diverse perspectives and experiences they bring, we are committed to maintaining a workforce that reflects this rich diversity.

## VI. Evaluation and selection process:

Candidates will be evaluated based on their qualifications, experience, and an interview process. Shortlisted candidates will be contacted for interviews.

This TOR is intended to provide a broad overview of the Project Officer role. Specific tasks and responsibilities may be adjusted based on the evolving needs of Southern Voice and our projects.