

Southern Voice Terms of Reference

Research Officer

Location: Remote

Start date: June 8, 2026 (earliest convenience)

Duration: **Three months probation**, for a one-year consultancy contract with the possibility of renewal based on performance.

Salary range: USD 2,000 - 2,200

Application deadline: May 8, 2026. We will be reviewing applications on a rolling basis and encourage interested candidates to submit theirs at their earliest convenience.

The Research Officer should be available for at least five overlapping hours with UTC+5:30 office hours (9 am–5 pm).

I. About the role

The Research Officer (RO) will coordinate closely with the Head of Research & Innovation to promote the work of Global South scholars to better inform progress toward the SDGs. The role coordinates and manages the day-to-day implementation of Southern Voice research initiatives, including the publication process, activity tracking, and the organisation of supporting events.

The RO will be part of Southern Voice Secretariat's dynamic team, actively supporting the network's mission to be recognised globally as an impactful Global South network of think tanks and evidence hubs.

II. Key responsibilities

Research's strategic contribution and initiatives coordination

- Develop strategic and timely research, bringing ideas for impactful and actionable research aligned with Southern Voice's priorities.
- Produce research products/outputs to advance initiative development, such as concept notes, literature reviews, research insights, research briefs, among others.
- Provide technical and research inputs to the Head of Research & Innovation for the design and implementation of different Southern Voice initiatives and proposals, e.g., preparing project proposals, conceptual frameworks, work plans, etc.
- Collaborate in other strategic activities required by the Head of Research & Innovation that are related to the successful implementation of Southern Voice's initiatives and Strategic Implementation Plan.
- Coordinate and manage the day-to-day activities for the implementation cycle of Southern Voice research initiatives, ensuring timely implementation and delivery of outputs in line with agreed work plans and objectives.
- Coordinate the publications process of Southern Voice's research initiatives. Working closely with Policy, Communication and Central Coordination teams for the publication and dissemination process of SV's research outputs, i.e., the

internal and external peer review, copyediting and quality assurance processes of Southern Voice publications to ensure that they meet the standards of academic and global policy-style publications.

- Organise and lead meetings, calls, workshops, and other activities that support the implementation of the SV research initiatives and elaborate the materials needed, such as: concept notes, agenda, bios, etc.
- Maintain proactive communication with all stakeholders involved in Southern Voice initiatives to ensure timely delivery and high-quality outputs.
- Support peer learning and outreach activities as part of Southern Voice research initiatives.
- Provide inputs on research-related components in reports and proposals.
- Prepare inputs for donor and in-house reports of the SV initiatives and projects.

Strategic collaboration and partnership engagement

- Represent SV in conferences, policy dialogues, peer learning forums, and other global spaces as required.
- Collaborate and coordinate with SV Secretariat members on specific activities related to the network initiatives, and ensure their successful implementation through active and strong communication through SV channels.
- Provide inputs and efforts, such as opportunity mapping, methodologies, and contacts with experts and stakeholders, to develop new partnerships and act on new opportunities that will advance the SV goal of being recognised globally as an impactful Global South network of think tanks and evidence hubs.

Planning and institutional support

- Collaborate and coordinate with the SV Secretariat in the strategic planning for SV initiatives and cross-unit efforts, looking for strategic guidance from the Head of Research & Innovation to finalise the SV research action plan.
- Develop an initiative tracker to monitor and follow up on the implementation and delivery of initiative project activities, maximising the quality and timelines of outputs and impact.
- Register and report the research-related information and activities through SV channels (Slack channels, AT and relevant Google tools)
- Provide inputs for data management and institutional memory

III. Requirements and qualifications

Candidates should be highly motivated research professionals with strong analytical, writing, and coordination skills, capable of managing multi-country research initiatives and producing high-quality, policy-relevant outputs. The role requires a strong ability to work at the intersection of research and coordination, ensuring quality and timely delivery of outputs while contributing to the development of agile, actionable research products that can inform decision-making processes. The position is key to driving the implementation of research initiatives and amplifying the voice of Global South scholars

- Bachelor's degree required in International Development Studies, International Relations, Political Science, Economics, or related interdisciplinary field. It's a plus

to have a certification or higher degree that demonstrates a strong academic training in qualitative and/or quantitative research methods.

- Proven experience of at least 3 years in applied research in a think tank, research institution, NGO, or international organisation. It's a plus to have experience working in or with Global South networks or institutions.
- Proven experience in managing or coordinating research projects or multi-country initiatives that demonstrate ability to track deliverables, timelines, and outputs across initiatives
- Proven experience producing research outputs such as literature reviews, research synthesis, research reports and concept notes. Demonstrated strong research and analytical skills, including synthesizing complex information into actionable insights.
- Competence in using coordination and knowledge management tools (e.g., Google Workspace tools and Slack) (**Highly Desirable**).
- Strong intercultural communication skills to interact and coordinate effectively with diverse stakeholders, in different cultural contexts and time zones
- Excellent written and verbal communication skills for day-to-day coordination and drafting research materials.
- Proactive organised and solution-driven profile capable of working in autonomy, maintaining a strategic alignment and working closely with the Head of Research & Innovation and the Secretariat team.
- Strong written and spoken English skills are required. Fluency in other languages is a plus.

IV. Duration and working conditions

- This is a full-time, remote position with a three-month probationary period. The initial consultancy contract will be for three months and will be extended until December 2026 upon successful completion of the probation period. There is a possibility of extending for another year, subject to performance and funding availability.
- The RO will report directly to the Head of Research & Innovation.
- Availability to work and attend meetings in the UTC+5:30 time zone is essential, with at least five hours overlapping office hours (9 am to 5 pm).

V. Application process

Interested candidates should complete [this form](#) by May 8, 2026, at 12:00 pm CET. We will be reviewing applications on a rolling basis and encourage interested candidates to submit theirs at their earliest convenience since the position can be filled before the deadline.

You must upload to the form a 2-page CV and a 1-page cover letter (all 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 why you are a good fit for this position and how your experience would support the work of Southern Voice.

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, a practical test and an interview. **Only shortlisted candidates will be contacted.**

This TOR provides a broad overview of the Research Officer role. Specific tasks and responsibilities may be adjusted based on the evolving needs of Southern Voice and our initiatives.

Due to the high volume of applications, we regret that we are unable to respond to individual inquiries or provide feedback to applicants who are not shortlisted.