

JOB TITLE	Principal Manager, Research
LOCATION	Accra
EMPLOYMENT TYPE	Permanent
PURPOSE OF POSITION	To provide technical and operational support for the performance of the research development and innovation functions of the Fund.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Supervises the collation of data for the formulation of policies; • Coordinates the preparation of the strategic plan of the Fund; • Supervises the implementation of the programmes and activities of the Unit; • Develops guidelines and strategies for the conduct of research, • Supervises the timely preparation, production and dissemination of fact sheets, policy briefs, research findings and reports; • Develops research agenda, research proposals and the preparation of resource mobilization plan; • Supervises the conduct of research; • Prepares annual and other periodic reports of the Unit; • Supervises the preparation of annual reports of the Fund; • Prepares the annual budget and work plan of the Unit; • Supervises and appraises the performance of subordinate staff.
QUALIFICATION AND EXPERIENCE	<ul style="list-style-type: none"> • A minimum of a Master's Degree in Project Management or any other related discipline from an accredited tertiary institution; • A minimum of six (6) years relevant post Bachelor's degree work experience, two (2) years of which must be in a senior management position in a relevant organization; • Membership of a relevant professional body would be an advantage.
COMPETENCIES	<ul style="list-style-type: none"> • Good analytical and problem-solving skills • Good knowledge in the use of Statistical applications • Good knowledge in quantitative and qualitative research skills • Knowledge of project management • Good leadership, management and networking skills • Good monitoring and evaluation skills

	<ul style="list-style-type: none">• Technical and innovative skills• Excellent communication and presentation skills• Negotiation, lobbying and conflict resolution skills• Ability to inspire and motivate• Knowledge of financial management laws and regulations• Knowledge of labour laws and regulations;• Knowledge in relevant IT applications.
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