



African Technology Policy Studies Network

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Vacancy Announcements at the ATPS

The African Technology Policy Studies Network (ATPS) is a leading Pan-African transdisciplinary network of researchers, policymakers, private sector actors and the civil society actors that promotes the generation, dissemination, use and mastery of science, technology and innovation (STI) for Africa's development, environmental sustainability and global inclusion. In collaboration with like-minded institutions, ATPS provides platforms for regional and international research and knowledge sharing to build Africa's capabilities in STI policy research, policymaking and implementation for sustainable development. We work through national chapters located in 30 countries (27 in Africa and 3 in the Diaspora including Australia, United Kingdom and the United States of America). Our Headquarters is located in Nairobi, Kenya where we enjoy the Diplomatic privileges accorded other United Nations and International Organizations based in Kenya. **The ATPS Mission** is to improve the quality of STI systems research, policy and practice by strengthening the capacity for STI knowledge generation, dissemination, and use for sustainable development in Africa. The **Overall Objective** is to build Africa's capabilities in science, technology and innovation for sustainable development and global inclusion. The [ATPS Phase VIII Strategic Plan, 2017-2022](#) identifies four thematic priority areas of intervention namely: **Agriculture, food and nutrition; Energy; Climate change and environment; and Health innovations**. The Strategic Plan also identifies five cross-cutting programmatic priority areas namely: **STI policy research, policymaking and advocacy; Training, sensitization and capacity building; Youth and gender empowerment; Knowledge brokerage, management and commercialization; and Intra-Africa and global collaboration**. ATPS has over 5,000 network members and 3,000 stakeholders in over 51 countries in 5 continents with institutional partnerships worldwide.

ATPS is seeking to recruit a wide range of skilled personnel to be based at its Secretariat in Nairobi, Kenya to support the implementation of its new programmes and projects. These positions in their different categories and the accompanying requirements are described below.

1. Postdoctoral Research Officer (International position)

A young and dynamic Postdoctoral Research Officer that will support our new programmes on Artificial Intelligence for development in Africa (AI4D Africa Program) as well as the translation of innovative research programmes into policies and products (for commercialization and job creation) for overall sustainable development on the continent.

Main Duties and Responsibilities:

- Provide leadership in research, capacity building, and research translation into policies and innovative products with the ATPS stakeholders;
- In partnership with the research team, develop proposals in relevant STI fields to fundraise for ATPS programmes and projects up to a minimum of **USD1, 000,000** per annum;
- Support the research team in the implementation of ATPS projects and specifically a new grant on Artificial Intelligence for Agriculture and Food Systems Innovation Research Network in Africa

- Contribute to the strategic guidance of Artificial Intelligence for Development in Africa (AI4D Africa) program.
- Assist in planning and running network workshops and other network support activities designed to collectively tackle common issues and/or facilitate cross-project collaboration
- Participate in the training of ATPS stakeholders including researchers, policymakers, private sector actors, science journalists, extension agents, farmers, etc.
- Provide leadership in research designs, field work, data collection and analyses, research syntheses, policy engagements, publications, as well as in monitoring, evaluation, reporting and learning.

Delegation of Responsibilities for this position:

- 50% time to be spent in research and program activities
- 50% time to be spent in fundraising activities

Required skills and qualifications:

- A PhD Degree in Science, Technology and Innovation Studies, Research and Development Studies, Agricultural and Bioscience Engineering, Data Analytics, Artificial Intelligence/Machine Learning, or related disciplines;
- At least three years' experience in data management and analytics, engineering for development, research and development fields, policy research in science, technology and innovation fields in a similar international organization;
- Demonstrable capacity and ability to fundraise and manage knowledge networks;
- Have strong analytical skills- Experience in analysis of quantitative and qualitative data;
- Proven work experience working with young people, women and the vulnerable on empowerment programmes that create job opportunities and employability.
- Demonstrated experience in programme coordination and project management;
- The capacity to speak English and French will be an added advantage.
- Ability to communicate effectively both orally and in writing;
- Have strong interpersonal skills and a good team player; and
- Ability to work with limited supervision and meet deadlines.

Personal Attributes:

- Good research leadership characteristics
- A Self-starter with a strong desire to learn and lead
- Strong interpersonal skills and a good team player
- Ability to work under pressure and meet deadlines
- Willingness to travel a lot to other countries

Interested and qualified candidates should send an application letter stating their motivation for the job and a detailed curriculum vitae with at least three (3) referees to executivedirector@atpsnet.org with a copy to finance@atpsnet.org

The deadline for the submission of application is on **Wednesday, 22 September 2021**. Use the job title "*Postdoctoral Research Officer*" as the subject of your email when submitting your applications.

2. Communications and Outreach Officer (National position)

Main Duties and Responsibilities:

- Provides leadership in the communications and outreach department of the ATPS in serving its diverse network members with contents that meet the needs of its different network categories;
- Develops communication strategy for ATPS and for different projects and programmes as may be required;
- Markets the ATPS brand across its wide stakeholders including donors, development partners, policymakers, researchers, private sector actors, and the civil society actors among others;
- Regular maintenance and updating of the ATPS website with contents as well as running all the social media platforms on behalf of ATPS;
- Writing, editing, proof-reading and web-designing and laying-out of all ATPS publications on a timely basis including ATPS publication series, Annual Reports, Quarterly Newsletters, popular articles, book volumes, Research and Working Papers, etc.;
- Collecting information and stories necessary for the publication of in-house newsletters four times a year, news articles, bibliographies, brochures, program promotions, media outreach, etc. on a timely basis;
- Assisting in the fundraising effort of the ATPS communications team through proposal writing and bidding for contracts etc.;
- Assisting in running the ATPS Information Resource Centre;
- Working with consulting designers, editors and other suppliers to publish institutional documents;
- Assisting in organizing media and public awareness events and campaigns and other special events, such as the Scientific Revival Day for Africa;
- Preparing the ATPS promotional and advocacy materials;
- Maintaining contact with the press, information professionals, communicating with libraries and publishers for documents and information requested by ATPS staff;
- Assisting the team in media outreach and information dissemination-related activities and supporting the implementation of relevant public events;
- Designing and implementing the ATPS advocacy and communications strategy plans;

Delegation of Responsibilities for this position:

- 80% time to be spent in Communication and Outreach activities
- 20% time to be spent in fundraising activities

Academic Qualifications

A Degree in Communication Studies or any other related discipline from a recognized university is required. A Master's Degree in the relevant fields will be an added advantage.

Skills and Competences

- Proficiency in **English and French is compulsory**. Knowledge of any other international language will be a great advantage;
- Strong interpersonal and networking skills to work well with wide range of stakeholders to elicit accurate information and expression of views on relevant issues;
- Strong coordination, facilitation, negotiation, networking, lobbying and advocacy skills;
- At least 3 years proven experience in communications, outreach and public relations, preferably with an international organization;

- Good writing and presentation skills in English and French;
- Strong skills in the web-design and layout of documents for publications; and
- **Female applicants** will be given high priority for this position.

Personal Attributes

- Good communication leadership characteristics
- A Self-starter with a strong desire to learn
- Ability to work as part of a team
- Ability to work under pressure and meet deadlines

Interested and qualified candidates should send an application letter stating their motivation for the job and a detailed curriculum vitae with at least three (3) referees to executivedirector@atpsnet.org with a copy to finance@atpsnet.org

The deadline for the submission of application is on **Friday, 24 September 2021**. Use the job title “*Communications and Outreach Officer*” as the subject of your email when submitting your applications.

3. Research Assistant (National position)

Main Duties and Responsibilities:

- Contribute to desk studies, literature reviews, data analysis and report writing as may be assigned by Supervisors;
- Organize and undertake fieldwork and case studies as may be assigned by Supervisors;
- Keep up to date with developments in STI policy issues, as well as qualitative and quantitative research methods;
- Assist the research team to manage existing research programs and projects;
- Assist in developing proposals and fundraising for projects/programs;
- Assist the Training and Research Manager to organize meetings, workshops, and seminars for the institution;
- Maintain accurate computerized and manual files and records for ATPS research programs/projects; and
- Participate in dissemination and training workshops organized by the ATPS.

Delegation of Responsibilities for this position will be as follows:

- 80% time to be spent in research and program activities
- 20% time to be spent in fundraising activities

Qualifications and Competencies:

- A Master’s Degree in Science, Technology and Innovation Studies, Research and Development Studies, Economics, and other related disciplines;
- At least two years relevant experience in research, project management, monitoring and evaluation;
- Strong skills in research data analyses and report writing;
- Strong skills in Statistical Computing; and
- Fluency in English, written and spoken. Proficiency in French will be an added advantage.

Personal Attributes

- Good character
- A Self-starter with a strong desire to learn
- Strong interpersonal skills and a good team player
- Ability to work as part of a team
- Ability to work under pressure and meet deadlines

Interested and qualified candidates should send an application letter stating their motivation for the job and a detailed curriculum vitae with at least three (3) referees to executivedirector@atpsnet.org with a copy to finance@atpsnet.org

The deadline for the submission of application is on **Monday, 27 September 2021**. Use the job title “*Research Assistant*” as the subject of your email when submitting your applications.

4. Secretary & Personal Assistant to the Executive Director (National position)

Main Duties and Responsibilities:

a) Secretary & PA to the ED:

- Arrange and manage appointments for the Executive Director (ED), including his/her travels, visas, meetings and other engagements;
- Manage all incoming and outgoing communications and correspondences, in all cases ensuring security from loss or damage and, where required, maintaining confidentiality for the ED’s engagements;
- Type, or otherwise prepare, documents generated by the ED and distribute or dispatch them accordingly. File all records to and from the ED;
- Monitor the supply of materials in the office of the ED, including stationeries, and replenish them as required;
- Prepare trip reports and records on behalf of the ED for use in developing annual technical reports;
- Regularly maintain and keep the office of the ED in order in liaison with the ED; and
- Call the ED’s attention to deadlines, ahead of time to ensure they are met;

b) Administrative roles:

- Screen all official correspondence addressed to the ED, where appropriate redirect it to the relevant ATPS officers;
- Ensure all documents brought to the ED for his/her approval have passed through all the stages required by the established procedure, and explain to ATPS staff this procedure;
- Arrange necessary supplies and/or services for meetings called by the ED;
- Give administrative and secretarial support to the Finance and Administration office and carry out specialized activities;
- Jointly with Finance and Administration Manager, be responsible for all immigration matters for international staff, SROs, ED i.e. work permits, re-entry passes, dependant passes, IDs, etc.;
- Jointly with the Finance and Administration Manager, responsible for obtaining project equipment quotations as well as following up on receipt of shipment by the recipients; and

- Effectively manage ATPS's calendar of events and the Executive Director's daily schedule.

c) Programme Administration:

- Keep track of the status of Research grants and donor programmes and assist with maintenance of all correspondence and files on programs, research projects and researchers;
- Assist in drafting and consolidating donor reports for submission to donors on a timely basis;
- Assist with monitoring and implementation of programme/project activities involving extensive liaison with the field projects;
- Maintain time sheets from research staff and external researchers;
- Assist with the compilation of material/documents for meetings and package these;
- Assist with preparation of grant and consultancy contracts and the contract circulation forms;
- Coordinating the receipt and review of conference submissions and ensuring reviews are sent to the research and communications department on a timely basis;
- Assist with the management of conference activities including ensuring timelines are met and the necessary reports submitted; and
- Other duties as assigned by your Supervisor or the Executive Director.

Required qualifications

- A Bachelor's Degree in Secretarial Administration, Public/International Relations, Diplomacy, Business Administration or any other relevant qualification
- Minimum of 3 years professional experience in similar international organizations
- Professional course in public relations /secretarial course will be an added advantage

Required skills and competencies:

- Proficiency in the use of computers
- Excellent analytical, communication, organizational, and interpersonal skills
- Should demonstrate excellent spoken and written English language skills with good telephone etiquette
- Must be highly organized, dependable, result oriented and good time manager
- Experience in working in an international organization
- Proficiency in French language will be an added advantage

Personal Attributes:

- Good character
- A Self-starter with a strong desire to learn
- Strong interpersonal skills and a good team player
- Ability to work under pressure and meet deadlines
- Strong communications skills

Interested and qualified candidates should send an application letter stating their motivation for the job and a detailed curriculum vitae with at least three (3) referees to executivedirector@atpsnet.org with a copy to finance@atpsnet.org

The deadline for the submission of application is on **Thursday, 30 September 2021**. Use the job title "*Secretary & Personal Assistant to the Executive Director*" as the subject of your email when submitting your applications.