



Conflict Research Network West Africa

Role Title

Operations Manager (Full-time)

About CORN West Africa

Conflict Research Network West Africa (CORN West Africa) is a knowledge platform and academic community for researchers based in institutions in West Africa who are working in the field of peace, security, and political violence. CORN West Africa is a growing network with more than 150 members across 42 institutions in West Africa. The Network mobilises researchers to conduct cutting-edge research on peace processes, (in)security, violent conflicts, and political violence.

About the Role

CORN West Africa is hiring a full-time operations manager to oversee operations of the Network and grow our research community. We are looking for an individual with excellent non-profit programme management, planning experience, and interpersonal skills. The successful candidate will work closely with management and our team of researchers and represent the Network. The candidate should have interest in research and knowledge of how research projects are managed and implemented.

Job Description

The successful candidate will provide the following support to the Network:

- Develop the membership database, recruit new researchers into the Network, and liaise and coordinate the research and dissemination activities of members of CORN West Africa.
- You will be a key contributor to securing funding for CORN's research agenda, with a strong focus on peacebuilding and political violence. Your role in this will focus on identifying research funding opportunities, liaise with the Director of Research and Head of Research clusters to develop new research proposals, and provide technical support (budgeting, workplans etc.) to teams developing new research proposals.
- The successful candidate will actively build new partnerships. This will involve collaboration with researchers, policymakers, civil society organizations, and other stakeholders to advance CORN's research and policy influencing goals.

- The successful candidate will facilitate the dissemination of research conducted by CORN and members of the Network. This will involve organizing/coordinating workshops, conferences, symposiums, webinars and publications.
 - Monitoring and evaluation: Track progress and implementation of project objectives and adapt strategies as needed.
-

Candidate Profile

- Exceptional organisational and management capabilities with experience in the research industry.
 - Minimum 4 years' experience in non-profit programme management and/or research positions.
 - A postgraduate degree (Master's or PhD) in a relevant field, with experience working with social scientists, especially peace and conflict researchers, economists, political scientists, and sociologists.
 - Proven experience in developing and managing research projects, including writing research proposals, securing funding, and managing budgets.
 - Excellent communication and interpersonal skills with the ability to build relationships with diverse stakeholders.
 - Fluency in English is required. Proficiency in French and other West African languages is an asset.
 - Strong analytical and problem-solving skills with the ability to think strategically and adapt to changing circumstances.
-

Remuneration and Tenure

- Salary will be based on the profile and experience of the selected candidate.
 - The selected candidate will receive a renewable contract for an initial period of one year. This contract will be renewed subject to the performance of the candidate and availability of resources.
-

Location

- This position is based in Abuja. The candidate will be required to report periodically to CORN's office in Abuja.
 - It is possible for the candidate to work from home, subject to the approval of management.
-

How to Apply

Candidates should email their **CV** and a **brief statement of interest** to admin@cornwestafrica.org with 'Operation Manager' in the subject line.

Application Deadline: 23rd February 2024.

Disclaimer

The Conflict Research Network West Africa reserves the right not to recruit a candidate or to terminate the recruitment process if it deems it necessary.