



CONSUELO

ZOBEL ALGER FOUNDATION

RECRUITMENT

JOB DESCRIPTION

Research Coordinator

Full-time Position



JOB DESCRIPTION

Job Title:	Research Coordinator
Department:	Communications, Research and MEAL (CRM) Unit
Reports To:	CRM Manager
Location:	Makati City, Philippines

Background

Consuelo Zobel Alger Foundation (Consuelo) is a US-registered foundation with headquarters in Hawaii, U.S.A. Consuelo has a branch office in the Philippines which is responsible for the implementation of Consuelo's programs on child protection and child abuse interventions in partnership with local organizations and institutions in the country.

Job Summary

The Research Coordinator is responsible for designing and managing the implementation of research projects that produce the evidence base for its program planning, decision-making, and child protection advocacy.

The Research Coordinator will work under the supervision of the Communications, Research, and MEAL Manager

S/he is expected to work closely with the other members of the CRM Unit (especially the Monitoring, Evaluation, Accountability and Learning Officer), the Strategic Innovations team, Programs Department, Consuelo management, and partners to properly manage research projects and the production of deliverables according to the planned timelines. S/he is accountable for coordinating research efforts, tracking relevant policy developments, participating in strategy development and execution, and providing general administrative support.

Job Responsibilities

Project Planning and Development

1. Together with the CRM Manager and Consuelo management, coordinate the development of a Research Agenda and Guidelines to ensure alignment with the Branch-wide Results Framework.
2. In close coordination with the MEAL Officer, develop Concept Notes for research projects which articulate the scope, design, data collection, and analysis strategies/method for research outputs.
3. Translate Concept Notes into Terms of References and participate in the selection of service providers who will carry out the research.
4. In close coordination with the Communications and Knowledge Management Officers, contribute to the CRM unit's overall efforts to ensure the usability of research outputs and knowledge products.

Project Implementation

1. Monitor and ensure the timely implementation of research projects, ensure service providers' compliance with service agreements and work plans.
2. In close coordination with the MEAL Officer, review and provide technical feedback on various research outputs.
3. Coordinate quality assurance efforts on research projects and consolidate feedback on outputs from different stakeholders.
4. Provide technical assistance to research-related initiatives under the Office of the Managing Director
Provide technical support and perform tasks that contribute to organization-wide reporting efforts as identified by the CRM Manager

Partner Development

1. Develop and implement a Research Capacity Building Plan for Program partners
2. Mentor, provide guidance, and maintain regular communications with program/research partners to develop best practices in improving overall program/project implementation and performance.
3. Promote the protection of children and compliance with research ethics standards throughout all stages of the research.

4. Cultivate Consuelo's network of research partners and affiliates. As required, represent Consuelo in meetings, conferences, and assemblies that serve as an opportunity to further specific areas of specialization.

Organization-wide Competencies (for all Consuelo staff)

- Interpersonal Effectiveness
- Problem Solving
- Integrity
- Service Orientation
- Flexibility
- Professionalism
- Stewardship

Job-specific Competencies

- Analysis and Critical Thinking
- Project Management
- Knowledge Management
- Results Orientation
- Training, Coaching and Mentoring
- Ability to analyze data, methodologies, tools, and reports
- Effective Communication and Presentation Skills

Professional Experience and Qualifications

- At least five (5) years relevant professional experience in the areas of knowledge development and evaluation research, with at least three (3) years in managing research projects from end to end
- Experience in designing, implementing, and completing research projects
- Demonstrated experience in writing concept notes, terms of references, project reports, and assessments
- A good grasp of quantitative and qualitative research methods
- Experience working with partners, participatory action planning, and community engagement
- Political and cultural sensitivity, with understanding and awareness of local development issues affecting at-risk children and women
- Familiarity with children's rights and child protection issues
- Professional and driven to serve, can work under minimal supervision
- Dynamic, innovative, and passionate about children's causes

- Knowledgeable in Microsoft Office – Word, PowerPoint, Excel – or similar software

Education

Required bachelor's degree in development studies, statistics, economics, social sciences, or other related courses; graduate units/degree preferred (years of relevant experience in research management can be considered in lieu of a graduate degree/units)

Key Working Relationships

Directly Reporting to Communications, Research, and MEAL Manager

Internal

- Communications and Knowledge Management Officers
- MEAL Officer
- CRM Program Associate

External

- CF implementing partners
- Consultants/Service Providers