

Job Description



Job Title:	Civic Space Research - Lead		
Cluster:	Civic Space Research		
Salary	USD \$ 63,279 per annum (Excluding benefits)	Contract Type:	Successful completion of the probationary period may lead to a permanent position, subject to performance.
Location:	Remote		
Reports to:	Chief Officer – Evidence and Engagement		
Direct Reports:	Civic Space Research Team members		
Job Role			
Role Overview:	<p>The Civic Space Research Lead will be responsible to oversee organisational research on civic space, including the functioning of the flagship CIVICUS Monitor. The role will manage the Civic Space Research cluster and is expected to proactively interpret and communicate information about global civic space trends in line with CIVICUS’ mission, vision, values, strategic directions and stakeholder needs. The role is expected to strategically lead a team of dynamic researchers engaged in curation of global civic space trends and oversee a global network of research organisations that make up the CIVICUS Monitor community.</p>		
Areas of Responsibilities	Key Activities		
Strategic planning and management	<ul style="list-style-type: none"> ▪ Coordinate the effective management of CIVICUS’ Civic Space Research Cluster, including functioning of the CIVICUS Monitor in partnership with a network of over twenty research partner organisations situated around the globe. ▪ Identify and develop key organisational civic space research priorities through the development of partnerships, collaborations and standalone research projects. ▪ Manage a team of civic space researchers, including through ongoing coordination of their work, conduct regular performance reviews and fostering positive and productive team spirit. ▪ Actively participating in CIVICUS’ Combined Management Forum and ensuring effective collaboration between civic space research activities and other organisational functions, in particular Advocacy & Campaigns. ▪ Lead annual work planning and budgeting for CIVICUS’ Civic Space Research Cluster, ensuring strategic alignment with CIVICUS’ strategic goals and activities of other clusters at CIVICUS 		

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<p>Curation and communication of global civic space trends</p>	<ul style="list-style-type: none"> ▪ Oversee the creative curation of information and analysis of civic space trends in all countries of the world. Developing and honing innovative methodologies to measure civic space. ▪ Coordinate the maintenance and regular updating of a quantitative database on civic space in order to produce reliable ratings on civic space for 198 countries and territories. ▪ Ensure the maintenance of high standards in terms of verification of information and quality of published material for regular narrative updates published on the CIVICUS Monitor. ▪ Ensure effective dissemination of civic space research findings to a diverse range of stakeholders using innovative communication tools. ▪ Oversee delivery of any project related commitments assigned to the Civic Space Research Cluster. ▪ Coordinate the drafting of organisational research papers, reports, submissions, articles etc. to influence decision makers and support civic space advocates.
<p>People Management</p>	<ul style="list-style-type: none"> • Ensure adherence and delivery of CIVICUS Talent Management for the respective team including recruitment, selection, retention, development and succession planning. • Conduct probation, performance management according to HR timelines and ensure high performance from staff. • Support both the professional and personal development of staff, ensuring that they can be proactive on all matters, thus maximising and integrating the effectiveness of the service they provide. • Develop a team culture that values collaboration internally, cross functionally and in partnership with partners where applicable.
<p>CIVICUS Values and Change management</p>	<ul style="list-style-type: none"> • Lead innovation and change by establishing a culture of excellence in the respective team that values experimentation and continuous improvement. • Ensure personal and team culture that demonstrates all of CIVICUS' values.
<p>Other outputs</p> <p>CIVICUS</p>	<ul style="list-style-type: none"> ▪ Coordinate engagement with key stakeholders at the local, regional and international levels on civic space conditions and future trends. ▪ Develop and maintain relationships with academic and civil society partners, particularly in respect of the CIVICUS Monitor.
<p>Representation</p>	<ul style="list-style-type: none"> ▪ Present key messages and narratives and research findings and analysis at international meetings and events. ▪ Represent CIVICUS at key civil society and intergovernmental forums with a view to protecting and expanding civic space.
<p>Person Specification</p>	
<p>Education, Language & Qualifications</p>	<ul style="list-style-type: none"> • A post-graduate/ higher degree qualification in relevant field/ or equivalent qualification (Masters/ Honours in international relations, law, politics, or relevant social sciences. This requirement may be waived in lieu of relevant experience.

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Essential Knowledge, skills and Experience	<ul style="list-style-type: none">• A minimum of 7 years' work experience having worked in and with civil society, nationally and internationally. Substantial experience in a management position.• Excellent verbal and written communication skills in English.• Excellent IT skills, including experience with MS Office and Human Resource Information Systems.• Commitment to CIVICUS' vision, mission, values and ways of working.• In-depth knowledge of global politics and the international human rights framework.• Track record of managing teams operating in complex and dynamic work environments.• Demonstrated competence in using a range of research methodologies.• Familiarity with global civil society networks and trends.• Experience of interacting effectively with a range of internal and external stakeholders.• A proven track record of doing high-quality and policy-relevant research.• Demonstrable experience of managing teams and engaging diverse civil society actors.• Ability to synthesize and process information from a variety of sources.• Excellent writing, presentation, facilitation and public speaking skills in English. (Knowledge of other major languages would be an advantage)
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Ability to converse in multiple UN languages• Strong networks within the society sector and intergovernmental institutions.