

Job Title: Deputy Director

About Heritage Institute:

The Heritage Institute for Policy Studies (HIPS) is the largest and the foremost think tank in Somalia, dedicated to contributing to the shaping of the nation's future through intellectual rigor and innovation. Guided by its compelling motto to **"harness the power of ideas for a better Somalia,"** HIPS delves into meticulous research, policy analysis, and community engagement, striving to generate transformative solutions that address the unique challenges and aspirations of Somalia. In its pursuit of excellence, HIPS not only informs decision-making processes at various levels but also fosters a culture of informed dialogue and debate within the nation.

Position Summary:

The Deputy Director of Heritage Institute is a key leadership role responsible for driving excellence in research, training, and strategic initiatives. This position requires a dynamic leader with a profound understanding of public policy issues in Somalia and the greater Horn of Africa. The Deputy Director must have a proven track record of managing diverse teams and demonstrate the ability to produce impactful research and engage with senior policymakers. The Deputy Director will also be expected to contribute actively to the think tank's research output by publishing at least two research papers per year. Beyond policy research and analysis, the Deputy Director is expected to engage with the Board of Directors, donors, and other partners.

Key Responsibilities:

1. Policy Research, Analysis and Capacity Building:

- Design and mainstream research projects, tools, and methodologies for HIPS.
- Design and regularly hone the institute's analytical framework for impactful research.
- Develop policy products and tools to accompany research outputs and publications.
- Promote research outcomes and evidence-based decision-making among senior policymakers and across federal and state governments.

- Ensure objectivity of all research projects and protect the institute's neutrality among political stakeholders across federal and state levels.
- Provide strategic direction for the institute's research and capacity building agenda.
- Lead and mentor research teams to produce next generation of policy developers.
- Take a leadership role in maintaining the highest standards of research quality and integrity across all aspects of the institute's research output.
- Develop and implement robust quality assurance processes, protocols, and methodologies to ensure that the institute's research findings are rigorously reviewed, validated, and adhere to the industry's best practices.
- Continuously monitor and assess the quality of research projects, methodologies, and publications, striving for excellence and impact in all publications.
- Foster an environment of collaboration, innovation, and intellectual rigor.
- Contribute to HIPS research by publishing a minimum of two papers per year.

2. Programmatic Leadership:

- Manage and coordinate all programs, including research projects, trainings, and capacity building projects as well as deliberative platforms (i.e., conferences, forums).
- Engage with internal stakeholders such as Board of Directors and Policy Fellows.
- Develop new initiatives that catalyse transformational policy development.

3. Operational Leadership:

- Support the Executive Director in the implementation of the institute's vision, manifested through its Five-Year Strategic Plan, as well as the Annual Work Plan.
- Support the Executive Director in tracking progress against Strategic Plan.
- Ensure the optimization of the institute's operations through innovative means.
- Write quarterly and annual reports on implementation for the Board of Directors.
- Work with Executive Director & the Finance Director to develop and manage departmental budgets.
- Ensure fiscal responsibility and resource optimisation across all departments.
- Ensure efficient allocation of resources and personnel to meet organizational goals.

4. External Engagement:

- Represent the institute at conferences, meetings, and with external partners.
- Cultivate relationships with key stakeholders, including government agencies, academic institutions, other think tanks and non-governmental organisations.

- Robustly engage with donors and funding institutions to mobilize resources.
- Maintain a regular communication with Board of Directors and Policy Fellows.
- Contribute to resource mobilization, external engagement, and strategic partnerships.

Qualifications:

- A minimum of a Masters' Degree in a relevant field (i.e., Political Science, Public Policy, Economics, Law). A PhD will be an added advantage.
- Minimum of seven years of research experience in academic or think tank setting.
- Proven experience in designing, managing, and coordinating large research projects.
- Proven experience in developing grant applications and project proposals.
- Minimum of five years of experience in a senior management role.
- Excellent written and oral communication abilities in both English and Somali.
- Ability to engage with senior policymakers to promote good governance.
- Ability to thrive in a fast-paced, complex, and collaborative environment.
- Knowledge of current political and policy issues in Somalia and greater Horn.

Application Process:

Eligible candidates are urged to forward their CV, a detailed cover letter, and three references to info@heritageinstitute.org. Only those shortlisted will be invited to interviews.

Location and Travel:

Positioned in Mogadishu, the role requires extensive travel throughout Somalia for collaborations, research, and engagements.

Closing Date for the Application: 15th October 2023 at 23:59 East Africa Time.

HIPS is an equal opportunity institution, committed to inclusivity and diversity. We encourage applications from all qualified individuals without bias towards race, religion, gender, or disability.



Mogadishu, Somalia



www.heritageinstitute.org



contact@heritageinstitute.org