

Terms of Reference (TOR) for the Position of Coordinator: Research, Programs, and Communications at the Heritage Institute for Policy Studies (HIPS)

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:

This role will serve as an integral part of the institute, reinforcing the Senior Management Team (SMT), research department, and communications department by ensuring streamlined operations, effective program management, and impactful communications. The role has the following responsibilities:

Key Responsibilities:

1. Research Coordination:

- Direct all research undertakings at HIPS, spanning conceptualization, design, and execution.
- Ensure quality and relevance in research outputs and studies.

2. Program Coordination:

- Spearhead HIPS' programs and projects, from ideation to closure.
- Bolster proposal development and the entire project life cycle planning and its activities

3. Donor Engagement:

- Facilitate donor interactions, maintaining transparent and open lines of communication.
- Organize periodic meetings and curate both quarterly and annual reports for donors and the Board of Directors.



4. Communications Coordination:

- Oversee all HIPS' social media presences, ensuring consistent, informed, and impactful messaging.
- Draft and release press statements, and schedule media engagements for the SMT.
- Organize and supervise media activities related to the release of reports and findings.

Reporting:

The coordinator will operate under the direct supervision of the Executive Director of HIPS.

Qualifications and Skills:

- A master's degree (PhD preferred) in political science, international relations, security studies, mass communications, or similar disciplines.
- At least five years of experience in research, program development and coordination, as well as strategic communications.
- A minimum of three years working for think tanks, public policy institutions, or media entities.
- Comprehensive insight into the socioeconomic and political intricacies of Somalia and the broader Horn of Africa.
- Established networks within the public and private sectors of the Horn of Africa.
- Proficiency in traveling and working within Somalia.
- Fluent command over both English and Somali in speech and writing.

Location and Travel:

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

Application Process:

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

Closing Date for the Application: 30th September 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.

