Tobacco Control Data Initiative- Programme Manager

Background

The Centre for the Study of the Economies of Africa (CSEA), a non-profit research think tank based in Abuja, Nigeria, invites highly motivated and experienced candidates interested in working in Sub-Saharan Africa to contribute to the design, implementation, and facilitation of the Tobacco Control Data Initiative (TCDI) platform.

CSEA is a leading think tank in Africa on Tobacco Control Research and has continued to advocate for the use of evidence-informed policy around tobacco control in Africa. These impact-driven strategies and activities have over the years helped to stimulate rigorous debates on the effects of tobacco on the economy and health sectors.

TCDI is a platform that provides curated information and interactive dashboard on tobacco control issues in six selected countries (Nigeria, Ethiopia, South Africa, Kenya, DRC, Zambia). The TCDI aims to supply sub-Saharan   African governments, civil society, and academia with improved access to country-specific data that will inform better tobacco control policy design and implementation.

 Job Description

The projects involve:

(i) implementations of data management, visualization, and dissemination tools, (ii) evaluating and strengthening how individuals and organizations use data in their decision making, and (iii) applied research on how data and technology influence development and policy.

The Program Manager is responsible for managing client relationships and overseeing progress on large-scale projects. You will manage globally-situated programs, build relationships with partners, think strategically about long-term sustainability, support product innovation, and use an understanding of process and incentives to support data use. A wide degree of creativity, latitude, and responsibility is expected, along with local and international travels.

 The Work You Get To Do

 ● Collaborate with partners and technical staff to ensure that project milestones are met on time, within budget, and done to client satisfaction.
 ● Lead collaborative design and decision-making processes within project teams and with partners.
 ● Work closely with clients to understand data use challenges and document technical needs.
 ● Manage project teams providing technical expertise and/or IT tools to make using data easier for governments and international organizations.
● Build relationships with national and subnational government ministries, CSOs, NGOs, and/or private sector partners to successfully enable data sharing and data use.
 ● Manage program budgets, including allocating resources and leading financial reporting.

● Make decisions on process improvements and strategic adjustments, to ensure project success. Proactively identify and address potential blockers and slowdowns, to keep projects on track.
● Identify and develop new and follow-on business opportunities.
● Provide oversight of team outputs, from both a strategic and quality perspective.

Must Have Experience
● Master's degree required. Candidates from all academic majors are encouraged to apply.
● 7+years experience in project management, international development, data policy implementation, or another relevant field.
● Experience managing projects in multiple geographies, including experience with completing projects on time, with high quality, and under budget.
● Experience engaging with high-level stakeholders (for example, donors, government officials, or leadership at partner organizations) and of successfully managing client relationships.
● Experience with budget management and basic financial processes.
● Experience managing team members and providing clear, regular feedback. History and commitment toward leading and creating healthy team dynamics.
● History of working with diverse, remote team members in a global environment.
● Experience using data; or supporting people and institutions to make better use of data; or developing effective processes to remove decision-making bottlenecks and promote impact.
● Entrepreneurial attitude and skills. Able to work independently, manage multiple work streams, build relationships, and proactively solve problems.
● Fluent in English. Strong writing skills, prioritizing clarity and accessibility.

Added advantage

● Strongly preferred: Experience managing projects involving primary data collection (qualitative or quantitative)
● A background in public health, agriculture and/or open government
● Experience working directly with funders and/or government officials
● Fluency in a second language, particularly French
● Experience using project management tools for work planning, task management, and communication
● Experience in design thinking; systems thinking; research design; or monitoring, evaluation,
and learning

Application and Interview Process

To apply, submit your resume and cover letter to recruitment@cseaafrica.org

Please note that applications will close on **Monday January 17th 2025.** Candidates selected for a screening interview will be contacted by **Friday, January 31st 2025**. The interview process is summarized below:

● Round1:30 minute phone screen to learn about your background

- Round2:1-hour panel interview (behavioral and situational questions)

- Technical Assessment (including assessment of oral and written communication skills)

- Round3:1-hour panel interview (behavioral and situational questions)

Reporting

The Programme Manager will report directly to the Director of Research at CSEA and will work closely with members of the team at Development Gateway and CSEA, and is expected to work from **CSEA office in Abuja, Nigeria**.