TOR FOR POSITION:
Head of Research

**Workload (FTE):** 100 %

**Supervisor:** Dr. Thania Paffenholtz, Executive Director, Association for Inclusive Peace

**Location:** Remote work (eligible time zones: CET +/- 3 hours). Please note this position is NOT based in Geneva.

**Salary:** We offer a competitive salary and HR package according to the candidate’s experience and cost of living in the candidate’s location.

**Position description:**
Inclusive Peace is looking for a Head of Research to define and advance our research portfolio. We are looking for an established researcher, with a record of publications in a related topic (peace, political transitions, contentious politics), who wants to impact both the world of policy and practice outside of academia and the academic field. The role will also require a candidate with experience managing small teams of researchers, as well as a record of securing funding for, and timely delivery of, research projects.

We offer an exciting alternative to a traditional university-based academic career, applying high-level research skills to the fast-paced challenge of supporting peace processes worldwide with evidence. The Head of Research will have significant discretion to set the direction of our research portfolio.

Our research portfolio consists of:
- a) evidenced based research to inform direct peace process support;
- b) research studies and projects (can range from 3 months to 2 years) to solve a problem or advance an agenda;
- c) larger scale research projects to advance our knowledge base, and
- d) ongoing research management to capture, harvest and document experiences and knowledge in order to contribute to advancing from conflict to inclusive, peaceful societies.

The Head of Research will manage Inclusive Peace’s research team, as well as external researchers (both individuals and through institutional partnerships); take responsibility for research products; work closely with Inclusive Peace’s peace process support team; and contribute to research conversations and proposals.

**Duties:**

*Evidence-based peace process support*
- Coordinate and be involved in evidence-based peace process support, from ad hoc needs based urgent requests to more predictable tasks.
- Support other Inclusive Peace team members who give advice in peace processes with a stand-by research expertise coming from the research team.
- Author, co-author and guide other researchers in evidence-based research papers for use in policy and practise of ongoing peace processes.
- Refine and bring in your ideas on our approach.
- Prepare, deliver or guide others to evidence-based advice and training to audiences including: civil society, governments, armed groups, international organizations.

**Develop, support, and manage shorter and longer-term research projects**
- Plan, support and oversee research studies and projects.
- Develop new, innovative research ideas and proposals that are useful to practitioners and can inform pathways to peace.
- Present research findings to policy makers and practitioners with the aim of informing policy and practice.
- Disseminate the results of research at academic conferences, through peer reviewed channels, the media, public and closed-door events meetings, including public speaking.

**Data and research knowledge management**
- Oversee the knowledge management of lessons learned from peace process support and help develop approaches to data management.

**Strategic and operational management**
- Manage and coordinate a growing research team including line management functions;
- Support individual team members’ research growth and skills ;
- Lead and oversee research-related fundraising;
- Manage the research portfolio including budget responsibility and operational decision-making (with support from the Head of Programmes and our internal audit team);
- As a member of the Senior Management Team (together with the Executive Director; Head of Programmes and the Peace Process Support Coordinator), take part in institutional decision-making and strategic planning regarding Inclusive Peace’s overall development and operations.

**Communication and public outreach**
- Engage in speaking assignments;
- Coordinate with the Communications team to increase social media engagement, presenting or drawing on Inclusive Peace’s research expertise, including podcasts.

**REQUIREMENTS**
- A commitment to influence change in real time and in a strategic manner through evidence and experience.
- PhD in peace and conflict studies or international relations/political science with a focus on peace and conflict studies or a related field.
- Demonstrated experience working in a context of research-practice transfer and translational research.
● Demonstrated experience in leading or coordinating multiple researchers towards joint goals and outputs.
● Exposure to, and in-depth understanding of, at least one peace process or high-level political negotiation process.
● An established research profile, including proven exceptional analytical research skills.
● Demonstrated experience and passion in applying and developing a structured approach to research.
● Readiness to work with a medium N qualitative case study approach including mix-method design.
● Track record of successful research fundraising.
● Proficiency in English.
● Demonstrated top-level writing skills.

Location of remote work: This position is NOT based in Geneva, but remote – eligible time zones: CET +/- 3. The role may involve international travel, including to research fora and to contexts where Inclusive Peace is providing peace process support.

To apply:
Please send your application containing a 1-page cover letter, CV and 2 referees that are ready to provide a strong personal recommendation (email addresses), to jobs@inclusivepeace.org.

The vacancy will remain open until filled. Applications will be reviewed on a rolling basis; we are looking to fill the position ASAP.

PLEASE ONLY SEND AN APPLICATION IF YOU FULFILL ALL OF THE REQUIREMENTS AND ARE ABLE TO WORK IN A TIME ZONE THAT IS WITHIN CET PLUS OR MINUS 3 HOURS. ONLY CANDIDATES WHO SATISFY THE CRITERIA OUTLINED ABOVE WILL BE CONSIDERED.

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.