AFRICAN TECHNOLOGY POLICY STUDIES NETWORK (ATPS)

Vacancy Announcement
Research and Training Manager

The African Technology Policy Studies Network (ATPS) is a leading regional network of African scholars and policymakers engaged in research, capacity building and policy advocacy on issues of science and technology for Africa's sustainable development. Its mission is to improve the quality of science and technology policies to eradicate poverty. Working primarily through National Chapters in at least 23 African countries, ATPS supports research, training and related activities on topical and emerging science and technology policy on biotechnology, information and communication technologies, technology transfer, science policy, among others. For more details about ATPS, please visit our website at www.atpsnet.org.

ATPS is seeking to recruit a dynamic individual to fill the position of Research and Training Manager to be based at its secretariat in Nairobi, Kenya. Reporting to the Director, he/she will be responsible for providing overall intellectual and administrative leadership to the development and implementation of research, capacity building and policy advocacy programmes.

Major responsibilities will include:
1. Generating and translating new concepts and research ideas into projects and/or programmes;
2. Developing proposals and raising funds for the implementation of projects and/or programmes;
3. Managing the grants process and the regional research programmes;
4. Developing and implementing strategies for promoting the work of the network; and particularly establishing dynamic policy outreach and advocacy processes with National Chapters;
5. Collaborating and liaising with national chapters (now in 23 countries) in the development, planning and reporting of chapter activities and projects;
6. Initiating and coordinating training activities with partner institutions for various stakeholders;
7. Liaising with the national coordinators and researchers on administrative and non-technical issues;
8. Coordinating conferences, seminars and workshops and representing the Director at workshops and meetings;
9. Conceptualizing and developing presentations for external audiences;
10. Ensuring that results of all ATPS research programmes meet international standards by organizing and managing appropriate peer review mechanisms;
11. Overseeing the coordination of capacity building workshops and related activities to strengthen the capacity of ATPS National Chapters and other constituents;
12. Ensuring efficient and effective collaboration with ATPS international, regional and national partners;
13. Write at least three techno-policy briefs in a year for publishing ;
14. Preparing and managing individual and institutional grants, consultancy contracts and developing, updating and maintaining an electronic grants management system;
15. Preparing and managing the programme of work and budgets for projects and programmes;
16. Any other duties as may be assigned by the Supervisor or any Authorised Officer.

Required skills and qualifications

- A doctorate degree in social or natural sciences
- At least four years experience in research/research management in science and technology policy
- Demonstrate capacity and ability to fundraise and manage knowledge networks
- Strong interpersonal skills and a good team player and Strong analytical skills
- Proficiency in French will be a major advantage

A competitive salary and benefits package will be offered to the successful applicant. Qualified candidates should send a detailed letter of interest and curriculum vitae to hr@atpsnet.org no later than 01 December 2007.

The Director
African Technology Policy Studies Network (ATPS)
3rd Floor, The Chancery Building, Valley Road
P.O. Box 10081 00100 GPO, Nairobi, Kenya