

ALTAI CONSULTING – JOB DESCRIPTION WEST AFRICA

Position: Project Manager

Type of Contract: Fixed

Location: Based in Dakar, Senegal with possible travels to other countries in West Africa

Duration of Contract: 1 year, renewable

ABOUT US

Altai Consulting is a strategy, research and monitoring & evaluation firm focusing on fragile countries in the Middle East and Africa. Altai began operating in 2003 and has since successfully completed over 500 consulting and research assignments in Africa, the Middle East and in Central Asia, with regional hubs in Nairobi, Beirut, Tunis, and Dakar. Our clients include major donors and international organizations (EU, UN agencies, the World Bank, the FCDO, USAID, AFD, etc.), international foundations and INGOs looking for field-level assessments, technical expertise, and high-level strategy support. For more information, please visit our website: <http://www.altaiconsulting.com>

JOB DESCRIPTION / REQUIREMENTS

Altai Consulting seeks an experienced professional to play the role of Project Manager within its Peace, Security and Stability practice. The candidate will also contribute to the development of the practice in West Africa, in coordination with other Altai offices in East Africa and the MENA region. The candidate will work directly under the supervision of the West Africa Regional Director (RD).

Responsibilities will include (but are not limited to):

- Project management:
 - o Effectively manage project timelines, workplan and budget, ensuring tracking tools are in place and up to date
 - o Ensure deliverables are completed on time, on budget and with the required level of quality, with support from a Project Director
 - o Build a relationship with and manage subcontractors and data collection partners
 - o Manage and provide guidance to junior team members as needed
 - o Manage client relationship, with supervision from a Project Director, provide client updates and present key findings
 - o Provide clear progress updates to Project Director / Regional Director
- Research and monitoring, evaluation and learning (MEL)
 - o Lead design and drafting of MEL methodologies, and data collection tools

- Provide support, advice and capacity building on MEL systems and methodologies
- Prepare and conduct qualitative interviews
- Lead analysis and reporting with support from a Project Director, define report structure, draft content, manage team inputs, formatting and referencing
- Present research findings to clients, their partners and the wider conflict and peace research community
- Business Development:
 - Contribute to the development of Altai's strategy in the field of Peace, Security and Stability across West Africa, in coordination with other established Altai practices, especially Migration and Environment and Climate.
 - Identify relevant business development opportunities in line with Altai core methodologies and country / field knowledge
 - Develop proposals, in coordination with Altai's West Africa RD

MINIMUM REQUIREMENTS

Education requirements: Masters' degree or higher in Development Studies, Conflict Studies, Political Science, International Law, Monitoring & Evaluation, or equivalent.

Experience requirements:

- A minimum of 8 years of professional experience in international development organizations, consulting firms, think tanks, INGOs, bilateral cooperation, research institutions.
- Experience in the field of conflict resolution, risk analysis, field research in complex environments, study of conflict dynamics and/or socio-anthropological analysis.
- Experience in the field of monitoring, evaluation and learning (MEL)
- Direct experience managing and supervising teams, including national researchers in countries of operation.
- Field experience in West Africa.

Skills requirements:

- Excellent analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with particular attention to detail and accuracy
- Experience writing policy papers, assessments, and/or strategic recommendations that require a solid analytical capacity
- Experience organizing and facilitating workshops, capacity building or training sessions
- Critical, anticipatory and with a knack for continuous improvement
- Knowledge of Excel
- Excellent written and spoken French is mandatory, as well as fluency in English.
- Excellent interpersonal skills and ability to work in harmony with a variety of partners.

To apply, send an email to hr_sahel@altaiconsulting.com by 10th January 2025 (put in the subject your name and "Project Manager_MEL") with a CV and cover letter in French.