

JOB VACANCY ADVERTISEMENT

Terms of Reference

Project	PLACE STUDY
Title of Position	QUALITATIVE RESEARCH MANAGER
Supervisor	SENIOR TECHNICAL ADVISOR
Number of positions	1

Partners for Health and Development in Africa (PHDA) is an international NGO working to increase access to health for the disadvantaged communities in Africa through systems strengthening, research, program development and partnerships. PHDA is affiliated with University of Manitoba, Canada.

PHDA has a vacancy for Qualitative Research Manager who will design and manage implementation of qualitative research across projects under PHDA. We are looking for a self-motivated person, with the experience of managing qualitative research projects and enthusiasm of working in a rapidly growing organization that offers opportunities for career development.

The Qualitative Research Manager will be responsible for leading qualitative research in the projects. The position involves designing the research, data collection tools, training of researchers, data cleaning and transcription, analyzing data and providing written and oral reports.

Job Responsibility

The main responsibilities will include:

1. Lead the conceptualization, design, and execution of qualitative research studies on health-related issues in collaboration with the research team.
2. Develop study protocols, data collection tools, and ethics submission documents in accordance with national and institutional research standards.
3. Train and supervise qualitative research teams, including community-based researchers, to ensure high-quality data collection.
4. Analyze qualitative data using appropriate methodologies and analysis tools, identifying key themes, patterns, and insights, while ensuring data quality and rigor.
5. Conduct comprehensive literature reviews to inform study design and contextualize findings.
6. Translate research findings into actionable recommendations to inform and improve program strategies and implementation, as well as national and sub-national policy.
7. Prepare and deliver high-quality technical reports, presentations, and briefs for internal and external stakeholders.
8. Draft and contribute to research reports, peer-reviewed manuscripts, and other knowledge products for publication and dissemination.

9. Collaborate with the team in the development of new research proposals, including design and methodology inputs.
10. Perform other related duties as assigned by the supervisor in support of the research agenda.

Qualification, Skills & Competencies:

1. Post graduate training in the Social Sciences, such as Social Work, Anthropology, or other equivalent degrees
2. At least 10 years of experience in conducting qualitative health research
3. Comprehensive knowledge and understanding of different qualitative research methods, and their appropriate use
4. Experience in conducting qualitative research with key and priority populations is an added advantage
5. Experience handling field-based qualitative data collection and monitoring primary data collection for quality assurance
6. Experience working with qualitative software like ATLAS Ti, NVivo, etc
7. Demonstrated qualitative analytical and research skills
8. Strong, clear communication skills for describing the study, presenting data and findings, to audiences ranging from community members, team members, program managers, government officials, and academic institutions
9. High integrity, good interpersonal and communication skills, ability to multitask, focus on results, proactive in finding solutions around research work and commitment to harm reduction.

HOW TO APPLY:

Applications from qualified and interested candidates should be sent via e-mail to recruitment@phdaf.org. Applications should consist of an **updated CV** including names and contact of three professional referees, with current daytime telephone contact and a **cover letter** indicating the position applied for in the subject header and the **expected salary**.

All applications must be received no later than **July 31, 2025**.

Partner for Health and Development in Africa (PHDA) is an equal opportunity employer.

Only shortlisted candidates will be contacted