

JOB DESCRIPTION FOR SENIOR POLICY & RESEARCH ANALYST

Job Title:	Senior Policy & Research Analyst	Location:	Lagos, Nigeria
Department:	Research & Policy Advisory	Length of contract:	Indefinite
Role Type:	National	Grade:	
Travel Involved:	As Required	Direct Reports:	Research Analysts, Data Analysts, Research Assistants
Reporting to:	Head, Research & Policy Advisory, Principal Lead		

Organisational background

BudgIT is a civic organization that applies technology to intersect citizen engagement with institutional improvement, to facilitate societal change.

A pioneer in the field of social advocacy melded with technology, BudgIT uses an array of tech tools to simplify the budget and matters of public spending for citizens, with the primary aim of raising standard of transparency and accountability in government.

Job purpose

To contribute to a coherent and coordinated global Research team that's supports BudgIT's work at par with international standards.

Key working relationships

The Senior Policy & Research Analyst will support the Research team with a direct reporting line to the Head, Research & Policy Advisory and Principal Lead.

External working relationships will include government officials, donors, civil society organizations, and other non- government organisations.

Key accountabilities

Research

- Support in providing strategic direction for BudgIT's global research team

- Contribute to the strategic development and delivery of BudgIT's corporate strategy.
- Design qualitative and quantitative research plans and methodologies.
- Spearhead research projects around public policy, budget expenditure and allocation, fiscal analysis, developmental finance, and government spending.
- Ensures that BudgIT stays abreast of key policy changes and relevant external issues.
- Produce a wide range of high-quality written outputs for various audiences including high-quality, well-targeted research reports, policy briefings, press releases, blogs, and other outputs.
- Manage relationships with research institutes, think tanks, policy makers, and other Civil Society Organizations.
- Represent the organization at conferences, media appearances, events, etc on all matters related to policy and research.
- Update job knowledge and skills by participating in continuous professional development, e.g. training, professional/trade publications, maintaining personal networks, and membership of relevant professional organisations;
- Collaborate with the Research Lead, to direct research activity in line with BudgIT's corporate strategy and donor requirements.
- Contribute to annual department budget and plan with appropriate input from internal and external stakeholders.

Qualifications and experience:

- A relevant Bachelor's degree
- A Master's degree in Public Policy, Social Sciences, Humanities, or Economics is an added advantage.
- A minimum of 5 years related public policy, research, and supervisory experience. In a foundation or non-profit organization highly preferred.
- Strong familiarity with budget analysis, policy research, fiscal policy analysis, and economic indices at national and sub-national level.
- Excellent qualitative and quantitative research skills and experience in using a range of research techniques.
- A media background will be an added advantage.

Work-based skills:

- Excellent written, oral, and presentation communication skills in a range of formats, to include briefings, press releases, reports, media, articles, and blogs.
- Ability to draft, proof and edit reports is required.
- Proven ability to translate (written and verbal) complex issues into easily understandable formats for a range of stakeholder audiences.
- Proven project management skills and experience in designing, managing, and delivering high quality projects on time.
- Competence in data mining and analysis.



- Should possess gravitas, confidence, and executive presence to gain the credibility and respect of internal and external stakeholders;
- Willingness to travel, even at short notice.
- Proven experience managing teams and building networks and strong working relationships.

Interested and qualified candidates should send their CVs to hr@yourbudgit.com using the subject title, "Senior Policy and Research Analyst."