



# Executive Director

Candidate Pack

**pasgr.org**

PARTNERSHIP FOR AFRICAN SOCIAL  
& GOVERNANCE RESEARCH

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# Introductory message

**This year PASGR will be launching a new strategic plan, 2024 – 2028.**

The last strategic plan period was focused on improvement and scaling up to consolidate communities of excellence for research and public policy. We developed a solid reputation for research, capacity strengthening, cultivating partnerships and its methodology of engagement. PASGR, therefore, seeks to catalyze these competencies into influencing the public policy space in the continent and so enhance the timely uptake of evidence-informed social and governance policies in Africa.

Our new Strategic Plan seeks to ensure that PASGR operates not just at the policy-formulation stage but across the entire public policy life cycle. It will move us beyond strengthening capacity and generating research evidence to linking these to policymaking thus ensuring that those it trains are linked to and active in policymaking and influence. The target is to ensure that PASGR's interventions have a closer link to the public policy life cycle thus enabling a more direct influence and improvement of the quality of social and governance policies generated and implemented within the continent.

As we celebrate our progress and look forward to the future together, I am excited to announce that we are seeking a visionary and dynamic Executive Director to lead our organization into its next chapter of growth and innovation. This leadership role is critical as we continue to build on our successes and address new challenges in our mission in advancing research excellence in governance and public policy that contributes to the overall wellbeing of citizens in Africa.

We are looking for an exceptional leader who possesses a strong strategic vision, strong background in research with a proven track record of success in advancing social policy initiatives. Our Executive Director should be passionate about fostering social and public policy innovations, collaborating with diverse stakeholders, and enhancing our organization's impact in the research community combined with a deep commitment to our core values. The Executive Director will be responsible for overseeing our programs, expanding our impact, and ensuring the sustainable growth of the organization. The role will

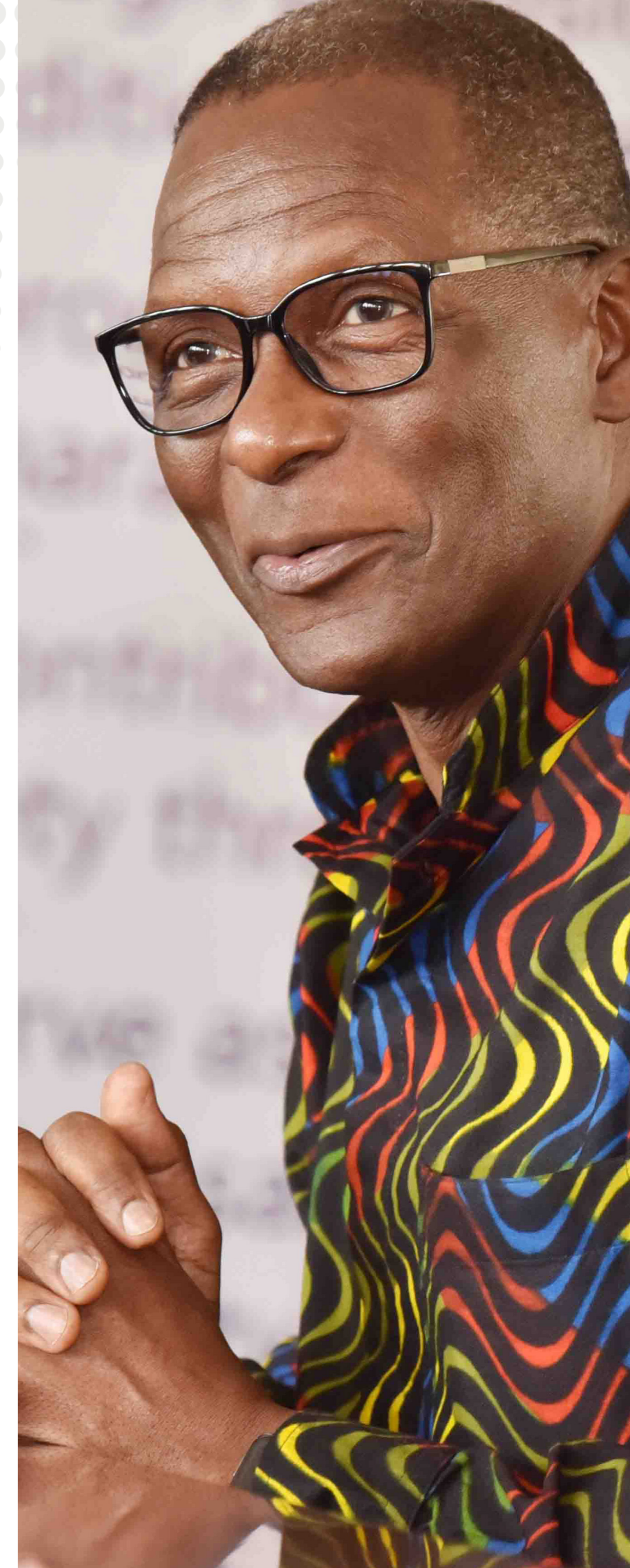
be future facing, enabling us to both deliver what is in our new strategic plan, and to plan for a future which is beyond our current horizons.

This role offers a unique opportunity to make a significant impact in governance and social policy change, working with a talented and dedicated team to address some of the most pressing public policy issues facing the continent. The challenges are substantial, but so are the opportunities for growth and positive change.

We look forward to embarking on this exciting journey with our new Executive Director and achieving even greater heights together and therefore excited to meet the next leader who will support us to continue to make a difference in the Africa we want.

*Narciso Matos*

Prof. Narciso Matos,  
Chair of the PASGR Board  
Vice-Chancellor of Polytechnic  
University, Mozambique



# About us

**The Partnership for African Social and Governance Research (PASGR Inc) is an independent, non-partisan pan-African not-for-profit organization established in 2011 and located in Nairobi, Kenya.**

PASGR Inc is also registered under the General Law of the State of Delaware, USA, exclusively for charitable, scientific and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**Our vision is “a vibrant African social science community addressing the continent’s public policy issues.”**

Currently engaged in more than 26 African countries, PASGR works to enhance research excellence in governance and public policy that contributes to the overall wellbeing of women and men in Africa. In partnership with individual academics and researchers, higher

education institutions, research think tanks, civil society organizations, business and policy communities both in the region and internationally, PASGR supports the production and dissemination of policy relevant research; designs and delivers suites of short professional development courses for researchers and policy actors; and facilitates the development of collaborative higher education programs in public policy and research.

PASGR also builds a community of practice and thought in excellent research and innovative high-quality training, with the PASGR Secretariat as a key facilitator. We seek strategic and sustainable partnerships by strengthening the existing ones and forging new ones. PASGR priorities include creative public policy engagement and communication to research and policy communities, rigorous quality control across all programs, and Institutional and financial sustainability.

To achieve these objectives, PASGR is organized around 3 core programs:

1. A Research and Policy Program with a structure and supporting apparatus appropriate for social policy and governance research and responsive to policy needs in the region.
2. A Higher Education Program involving African universities working in formal partnership towards a collaborative Masters in Research and Public Policy (MRPP) and Doctoral in Public Policy (DPP) programs all focused on social science research for public policy.
3. A Professional Development and Training Program that supports the Research Program, the Higher

Education Program and the broader African research community through intense and extensive capacity-building initiatives in research methods, leadership and policy analysis training as well as generates interest and demand for research evidence within the African policy community.

**We invite candidates to learn more about PASGR and our work through the following documents.**

- [Annual Report 2022](#)
- [Technical Briefing ‘From Waithood to Hustling’- Africa’s youth quest for dignified and fulfilling work](#)



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# Our team

## Board of directors

**PASGR is governed by a Board of Directors, which is currently chaired by Prof Narciso Matos.**

Board members are eminent personalities reflecting African global leadership as well as regional and international credibility in African policymaking, research and higher education.

The Board is responsible for providing high-level strategic guidance during the initial implementation of PASGR programs, approving program and organizational design and reviewing work programs and budgets.



Prof Narciso Matos



Prof Gerald Ouma



Prof Ama de-Graft Aikins



Prof Karuti Kanyinga



Prof Lise Rakner

## PASGR Secretariat

**PASGR operates with a clear and effective structure designed to facilitate efficient decision-making and ensure smooth operations.**

At the helm is the Senior Management Team (SMT), a group of experienced leaders responsible for steering the organization towards its strategic goals and headed by the Executive Director.

Working closely with the SMT, the Executive Director is expected to support in revitalizing PASGR's systems, structures, and culture for improved organizational performance.

# The role

**The Executive Director (ED) provides overall guidance and operational direction of PASGR in line with the overall organizational mandate as set out by the Board of Directors, including the development and safeguarding of the organizational vision, mission and strategic objectives in accordance with the governing documents, legal and regulatory guidelines.**

She/he provides the vision, leadership and overall direction to PASGR's three (3) core programs, finance and administration. She/he will have the ultimate responsibility for ensuring the achievement of PASGR's strategic objectives as established by the

Board, and for the achievement of the organization's operational goals, by providing leadership to the Senior Management Team (SMT) and staff in respect of all professional, financial and administrative activities.

## Duties and responsibilities

### Strategic Leadership

- Supporting the Board in determining the strategic directions of the organization and ensuring the development of key associated documents including, but not limited to, multi-year strategic plans, budgets and fundraising strategies, operational plans, annual reports and reviews.
- Translating the strategic directions established by the Board into a visionary, organizational leadership

role for social sciences and governance networks within Africa, and positioning PASGR within the university, think tank, policy and civil society networks on the continent.

- Guiding the management team and staff in the development and execution of program-specific plans and setting the tone for the organization to operate collegiately, and with a high standard of excellence and efficiency.
- Ensuring the organization operates in compliance with all legal requirements as set out in its bylaws, prevailing laws in the United States and Kenya, as well

as the International Financial Reporting Standards (IFRS).

- Ensuring continuous development of organizational and staff capacity, identifying requirements for organizational capacity-building and the development and implementation of capacity building activities for staff in the organization.
- Guiding the preparation, approval and implementation of key financial, administrative and human resource policies and establishing clear delegation of authority and accountability to senior staff.



## Management and Accountability

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- Providing oversight and accountability for planning, program design and delivery of objectives, strategies, plans and budgets in compliance with PASGR's contractual obligations with funders, Board-approved policies and direction and principles of good corporate governance.
- Ensuring the delivery of agreed outputs of the programs in accordance with the established budget and Board approved plans.
- Monitoring the expenditures of the organization in accordance with Board approved plans and policies, maintaining accountability for financial probity and risk management (including financial risk, risk to staff, reputational risk etc.).
- Providing day-to-day supervision and mentoring the Senior Management Team (SMT) and the Executive Assistant to the ED.
- Mentoring staff and guiding the development and management of human resources including succession planning.
- Providing direction and oversight of quality assurance of performance measures (e.g. theory of change, program logical frameworks, outcome indicators, milestones, and the efficacy of the overall monitoring and evaluation systems).
- The ED will exercise 'duty of care' responsibility that will ensure that health, safety and general welfare are prioritized by PASGR's Board and Staff, partners and other stakeholders are prioritized including the implementation of safeguarding and other related policies.

## External Relations

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- Act as the lead spokesperson for PASGR and serve as an ambassador for the organization with high-level stakeholders regionally and internationally.
- Ensuring the development of PASGR's strategy on the engagement of program beneficiaries, stakeholders, and funders, representing PASGR in public fora and the media.
- Managing the relationship with current and prospective funders, including oversight of reporting to donors and the development and coordination of a resource diversification and expansion strategy involving the board and the management team.

## Governance

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- Preparation of agendas/minutes/reports for Board meetings, reflecting priorities, challenges and opportunities for the organization.
- Serve as ex-officio member of the Board, and all functional Board Committees in accordance with the by-laws.

## Skills and experience

- Extensive organizational management experience, evidenced by successive positions involving administration and direct supervision of teams of people, ideally in comparable organizations to PASGR combined with interpersonal skills to build and motivate a highly intellectual and capable cross functional team.
- A leadership presence that is evidenced by regional and international credibility to funders and program partners in one or more of PASGR's three areas of program activities – higher education, professional development training and policy-oriented research. Strategic leadership should be evidenced by examples of taking an initiative relevant to higher education/research and/or capacity building through from conceptualization to execution.
- A strong track record of academic achievement, with a qualification at PhD level together with an outstanding record of achievement in their chosen field of research. Fifteen (15) or more



## Skills and experience continued

- years work experience of which at least Five (5) years in a regional or international organization in a related field and position.
- Technical and contextual expertise, demonstrated by a combination of training and experience in skills relevant to an African organization concerned with research and higher education capacity building, as well as extensive familiarity with African institutions and actors and the dynamics and forces that shape them.
  - Project and task management experience demonstrated by a record of ability and willingness to lead from the front, as circumstances require, by taking a share of “hands-on” work, such as preparing critical materials, reviewing and contributing comments on papers, chairing some events and representing an organization in high profile external fora.
  - Ability to foster collaboration between a range of research streams and organizations, demonstrable capacity to work effectively with senior colleagues and with shareholder systems, committee and board structures and decision making as part of a management team.
  - Experience in fundraising in an international development context, preferably in Africa, evidenced by past accomplishments in generating revenue and established networks within the donor community.
  - Innovative and strategic thinker who provides practical leadership and demonstrates, through action, a shared vision.
  - Demonstrate knowledge of contemporary business, governance and management concepts and issues, with the capacity to apply this knowledge in the provision of high-level advice and support relevant to PASGR in terms of financial operations, budget planning, of corporate governance and performance management systems.
  - Exceptional English language presentation and communication skills demonstrated verbally and through examples of written materials (reports, publications, research) that indicate a high standard of skills. Command of French and/or Portuguese would be an asset.
  - A high level of familiarity with information and communication technologies and tools associated with research, education, communication and networking.

# Appointment details

**Location:** Nairobi, Kenya.

**Contract Type:** Three (03) years fixed term renewable on performance basis.

**Salary and Benefits:** Competitive reward package (including relocation support for international candidates) commensurate with the seniority of the post.

**Role reports to:** PASGR Board Chair

**Roles reporting to the post:**

Four (04) positions:

- Head Finance and Administration
- Programme Manager and Head – Research and Policy Programme
- Programme Manager and Head – Professional Development and Training Programme
- Programme Manager and Head – Higher Education Programme.

Other roles:

Communications Officer (currently vacant)

## How to apply

PASGR is partnering with Red Sea Executive Search for the appointment of the Executive Director.

To apply, please submit a CV and covering letter detailing how you fulfil the role description and personal specification via Red Sea’s website at the following link:

[www.redseasearch.com/job/pasgr-executive-director/](http://www.redseasearch.com/job/pasgr-executive-director/)

Please name your submitted files with the following reference: **PASGR\_ED**

Should you wish to have an informal conversation prior to submitting an application please reach out to Red Sea’s lead consultant for this search Irene Oduor via [applications@redseasearch.com](mailto:applications@redseasearch.com)

## Recruitment timeline

**Closing date:** 9th September 2024

**Red Sea Interviews:** Week of 16th September 2024

**PASGR Interviews:** To be confirmed

# About Red Sea Executive Search

We are an international, executive search consultancy, seeking extraordinary leaders to transform our world. We recruit leadership into the world's foundations, trusts, and charitable organizations, and especially for INGOs in International Development, Disaster Relief and Humanitarian Aid in the Global South.

Our vision is to empower a new generation of global leadership to create a just, diverse, and unified society. In a world with increasing global challenges, the need for leaders and visionaries to shape our world is greater than ever. Extraordinary people are needed to deliver this and discovering them is the heart of Red Sea Executive Search; we find people who bring leadership excellence to organizations, and in doing so hope to help both change the global landscape and protect future civil society and global citizenship.

