



Centre for Affordable
Housing Finance
in Africa

ADVERT

CAHF is looking for one or two dynamic, ambitious, and highly curious individuals to join our growing team in the Research & Market Analytics Division. The Research Division is responsible for shaping and implementing CAHF's overall research agenda and subsequent research and related activities in alignment with CAHF's strategic direction and intent. Researchers become CAHF's internal content-knowledge experts, and are each responsible for dedicated countries and accountable for a specific thematic area of work, such as the Housing Finance Yearbook, Monitoring and Results Management (MRM) Coordination, and Advocacy and Communications.

Members of the Research Division must be excellent writers, with strong quantitative and qualitative research skills and verbal communication skills. We are looking for candidates who can deal with complexity, are happy to multi-task, pay attention to details and to figures, and who can prioritise effectively towards achieving outcomes and impact, above and beyond outputs. We expect our staff to be entrepreneurial in their approach, to be able to use their own judgement in order to make decisions and solve problems, and to be able to seize opportunities in the context of the overall objectives of their work, promoting access to housing finance across Africa. We expect a strong sense of intellectual curiosity, an ability to collaborate with team members and CAHF partners, and a flexible approach, given evolving contexts and pressures.

Interested applicants should please send a cover letter, their CV and three references to Lisa Lazarus on llazarus@icon.co.za by 19 October 2018.

We reserve the right not to make an appointment at this stage if a suitable candidate cannot be found.

Key Result Areas	Outputs
Research Management	<p>Sector Monitoring & Research Management (High Priority)</p> <ul style="list-style-type: none"> • Monitor sector, including key stakeholders and market data, keeping abreast of developments and updating team regularly on key findings • Identify gaps and aligned opportunities as well as the risks for CAHF • Shape research questions and present ideas to team • Scope initial research and draft concept notes and terms of references (ToR) • Issue Requests for Proposals • Evaluate ToR responses in line with CAHF’s procurement process • Manage research projects to completion, ensuring quality control (edit content and grammar, fact check and format documents to align with CAHF protocols), alignment to ToRs and completion within budget and deadline • Prepare finalised research for dissemination or publication <p>Knowledge Management</p> <ul style="list-style-type: none"> • Maintain up-to-date list of consultants and partners in target countries • Ensure knowledge products stored, captured on website where applicable and accessible for other users <p>Research</p> <ul style="list-style-type: none"> • Initiate own research assignments, such as case studies to augment expertise in area of specialisation
Stakeholder Engagement	<ul style="list-style-type: none"> • Develop relationships and manage partnerships, including MOUs with relevant stakeholders (in target countries) • Facilitate stakeholder networking and introductions • Share networks with the African Union for Housing Finance, and suggest possible members and engagement opportunities where applicable • Organise workshops and seminars for capacity building, stakeholder networking and research dissemination • Lobby relevant authorities for housing and housing finance data to be collected and made publicly available • Coordinate country visits, including travel logistics, meetings with stakeholders and site visits • Develop relationships with media organisations for improved sector reporting and research dissemination
Advocacy	<ul style="list-style-type: none"> • Write articles, opinion pieces and blogs for the CAHF website • Present research findings to stakeholders • Respond to comments or feedback and all research-related correspondence and calls • Draft research summaries, press releases and other dissemination documents / materials • Draft presentations and other dissemination material and collate / prepare supporting document packs • Identify speaking opportunities for CAHF or dissemination opportunities for research, findings, advocacy points, etc.
Cross-cutting organisational	<ul style="list-style-type: none"> • Provide input towards and contribute in CAHF’s annual strategic planning processes, and specifically develop country-specific strategy and implementation programme • Actively work across disciplines within the organisation to strengthen quality and impact of outputs • Provide regular updates and share learning with team members in same and other departments and disciplines • Provide support and input to improve the efficiency of the organisation • Contribute towards CAHF’s monitoring and results measurement activities • Comply with CAHF’s administrative and compliance policies and procedures • Provide support where necessary on CAHF-wide events and initiatives

Key Result Areas	Outputs
Thematic Area (Yearbook or Monitoring and Results Measurement (MRM) or Advocacy and Communication)	<ul style="list-style-type: none"> • Provide strategic overview and framework in specific thematic area • Assume custodianship of allocated area • Ensure effective alignment within framework

FORMAL QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> • Honours Degree or equivalent, or Tertiary qualification such as Masters Degree or equivalent in one of the following or similar fields (Housing, Urban planning, Economics, Finance, Development finance, Development Studies) • Research experience, including managing research . • Post and remuneration commensurate with experience and level of technical competency. 	
TECHNICAL COMPETENCIES	
Strategic and conceptual thinking	The ability to see things as a whole, identify key issues, see relationships and draw elements together into broad coherent frameworks. This competency describes the ability to relate different events and key pieces of information; to make connections, see patterns and trends; to draw information together into models and frameworks which can then be used to interpret complex situations and identify their salient features. In terms of CAHF, this competence relates to the ability to shape the research questions that will take their area of focus forward as well as their ability to identify and respond to the gaps in knowledge. The strategic element involves looking into the future, considering the future needs and how present policies, processes and systems might be progressively affected by future developments and trends; developing long term goals and strategies extending over significant time-spans
Thought leadership	Able to maintain reputation, skills and competence as an informed opinion leader and the go-to person in a field of expertise. Maintain and grow industry trust as an expert source. Develop innovative industry related ideas; turn ideas into reality and engage industry to share successes. Create tested frameworks that are able to replicate the successes. Lead expertise in the sector. Document knowledge for the benefit of the wider organisational strategy
Research	Ability to complete rigorous and systematic enquiry, analysis and reporting, sharing, publishing and disseminating topics of importance. Such research would be empirical or theoretical, quantitative or qualitative, applied or basic. It could include the critique of policy, analysis of regularly compiled data sets and explanation of trends; observation, case studies and other research investigations. Rigorous evaluation of industry developments and trends, including cost benefit analyses and impact studies, and high level analysis of statistical data
Research Analysis	Ability to analyse the research findings according to the research plan and defined research output requirements and apply appropriately to relevant industry, client and organisational needs
Research design	Ability to identify the research topics and required research methodology (including but not limited to qualitative and quantitative research methods) based on relevant environmental and project factors, develop the required research tools and data sourcing approaches and provide guidelines that facilitate quality and successful implementation of the research plan
Research implementation	Ability to implement research design/plans according to research standards and good practice and address challenges to facilitate successful implementation of the research

Research Output	Ability to draft and deliver compliant and relevant findings and reports that reflect research findings and outcomes and that meet the defined research standards, formats and structures
Project Management	Able to develop project plans, activity schedules, timescales with budgets; monitor and track progress to defined project deliverables; address issues and challenges as they arise, manage project participants, partners and all stakeholders; undertake post-implementation reviews on completion of project; assume full responsibility for the delivery of the project on time, within budget and to the required standard.
Facilitation	Uses appropriate interpersonal styles and methods to guide or help meeting participants toward a meeting's objectives. Modifies behaviour according to tasks and individuals; is aware of the needs and potential contributions of others: facilitates/leads/participates in high-level meetings, workshops etc. Makes procedural suggestions; presents suggestions/points of view in an appropriate and convincing manner; ensures decisions are taken; ensures follow up; anticipates road blocks in the meeting and develops strategies to overcome them; is aware of the politics and personalities in the room and develops strategies to work with them; makes suggestions that best move the work of the committee, meeting forward
Contextual Application	Ability to maintain expertise and knowledge of the industry and the context in which CAHF operates. Ability to apply the relevant sector insights and understanding in completing activities, tasks, projects and decisions made to optimise relevance and quality of delivery
Advocacy	Able to develop and deliver arguments that contribute towards and start to influence decision-makers to make lasting and productive changes that benefit the industry

GENERAL COMPETENCIES	
Writing skill	Expected to conceptualise, draft and finalise clearly-structured, logical and well-edited documents with minimal input
Verbal communication skills	Fully articulate at meetings, internally and externally; able to make oral presentations, to lead a discussion or negotiate with partners and other stakeholders
Dealing with complexity, prioritisation and multi-tasking skills	Carrying out task in different disciplines; clearly identify, plan for and act on correct priorities; decide on competing priorities, while ensuring that commitments are appropriately met
Decision-making	Using own judgment in order to make decisions and solve problems
Coping with pressure	Work to deadlines, manage workload, communicating in advance when deadlines are not going to be met
Problem solving and initiative	Engaging in proactive behaviour, seizing opportunities and originating action which goes beyond simply responding to the obvious needs of the situation or to direct requests from others. It is coming up with new or different ideas, or adapting ideas from elsewhere. It is concerned with moving forward by applying new ideas or old ideas in a new way to generate solutions and approaches. It is about thinking laterally and creating new concepts.
Intellectual curiosity	Critically seeks out information aimed at getting the really crucial pieces of information. The ability to seek out information based on an underlying curiosity or desire to know more about subject area and the sector. It includes asking questions that go beyond what is routine, in order to 'dig' or press for exact information. Critical information seeking is essential for making sure decisions are firmly grounded in reality..
Collaboration	Working co-operatively with others (especially across disciplines and divisions within CAHF), to be part of a team, to work together as opposed to working separately or competitively.
Flexibility	Willingness to change focus, or direction if required Ability to see different perspective and views from one's own Willingness to take on tasks outside of own role, if required
Bilingual	Bilingual in French and English is preferred.

