

Job Profile

JOB TITLE	Head of Research & Market Intelligence
DEPARTMENT	Research & Market Intelligence
JOB LEVEL & GRADE	Member of Senior Leadership Team (Grade TBC)
REPORTING TO	Executive Director
DIRECT REPORT/S	Research Specialists & Data Architect
DATE	February 2018

JOB PURPOSE	
	<ul style="list-style-type: none"> To lead and promote CAHF's Research & Market Intelligence objectives through the regular development and provision of market intelligence for housing sector stakeholders, both public and private, across the continent To support CAHF in the achievement of its mission through strategic engagement in the information and research base that drives housing investment in Africa. To build CAHF's Research and Market Intelligence Department to function effectively and creatively

Key Result Areas	
Research & market analytics	<ul style="list-style-type: none"> Oversee and quality control research and market analytics undertaken or commissioned by Department Oversee and quality control the collection and generation of data, indicators, dashboards, and other related products and services Consolidate lessons from research, data and market analytics and integrate into future strategy and operations. Monitor strategic and new innovations in the housing & finance sectors, and identify areas of opportunity for direct CAHF engagement or by stakeholders Identify and pursue better data that promotes CAHF's market goal for investment in affordable housing across Africa Maintain, growth and development of CityMark product
Knowledge management	<ul style="list-style-type: none"> Establish and maintain CAHF's knowledge assets (reports, presentations, databases, dashboards, etc.), and ensure their availability to staff, partners and the general public Oversee and quality control CAHF databases, data warehousing systems and the full data value chain Oversee implementation of monitoring and results measurement strategy
Strategic Engagement & Advocacy	<ul style="list-style-type: none"> Oversee implementation of advocacy & communications strategy, including web management, social media and other communication tools Oversight of research publications, preparation and oversight of presentations, attendance at conferences, and other knowledge dissemination fora Identify and convene strategic engagements and dialogues with key stakeholders
General Management	<ul style="list-style-type: none"> Develop annual business plan to ensure that Department (individual staff and consultants) delivers on time and in budget, and to required standard through regular quality control Ensure work is appropriately assigned and distributed amongst research team and external consultants Develop departmental systems, policies & procedures (ie. record keeping, resource management etc.)

Key Result Areas	
	<ul style="list-style-type: none"> • Convene weekly department meetings to: appraise staff of objectives, current developments, promote effective communication within department and to ensure delivery targets are met • Conduct routine monthly one-on-one staff consultations, and formal performance management reviews • Ensure staff and consultant contracts are current; or renewed as required • Appoint and manage work of external consultants/or staff as required • Ensure effective and open communication channels are maintained across organisation • Ensure staff are trained and fully developed to deliver on their roles; and to grow in the future • Ensure staff transgressions are dealt with in accordance with CAHF's policies and values
Fundraising	<ul style="list-style-type: none"> • Identify potential funding opportunities for department or for specific programmes or projects • Engage with potential funders / donors and promote CAHF • Support Executive Director in securing funding • Manage on-going relationship with funder/donor • Ensure compliance with funding agreement and reporting requirements
Strategy, Business Planning & Corporate Support	<ul style="list-style-type: none"> • Coordinate development of strategy, implementation plan and budget for the Department, including country and content strategies, within the framework of the overall CAHF strategy and approach. • Contribute to leadership of CAHF:- <ul style="list-style-type: none"> ⇒ Participate in annual renewal of CAHF strategic planning processes ⇒ Drive Initiatives to improve efficiency and effectiveness of organisation ⇒ Contribute to organisational issues beyond scope of own department ⇒ Act as custodian of CAHF values & monitor staff compliance in this regard • Attend and participate in weekly Senior Leadership Team meetings • Generate monthly management reports for Executive Director & Board • Present and participate in Board Meetings

COMPETENCY PROFILE	
<p style="text-align: center;">Qualifications</p> <ul style="list-style-type: none"> Minimum of a Masters Degree in relevant discipline (Finance, Housing, Public Policy, Economics, Banking) 	<p style="text-align: center;">Experience</p> <ul style="list-style-type: none"> 10 – 15 years previous experience in housing policy research and advocacy Previous experience working with Business Intelligence - technologies, applications and practices for the collection, integration, analysis and presentation of business information Previous working experience in Africa (beyond South Africa) Demonstrated writing products in the public domain At least 5 years general management experience (budgeting, financial and HR management) Knowledge of Theories of Change as a technique for articulating programme strategies and experience in developing and critiquing them Experience in managing staff and working successfully as part of a small team
<p>Key Skills & Attributes Required</p> <p>This is a Senior Leadership position and will play a significant role in shaping the research and market intelligence strategy for CAHF, driving its effective implementation and contributing towards building the organisation. The position requires an individual with substantial content and management experience with advanced level of competence in the following: -</p> <ul style="list-style-type: none"> Business Intelligence Management (familiarity with data, dashboards, databases, and data warehousing) Business analytical skills – interpretation of data into strategic recommendations, identification of patterns and trends, strategic opportunities Stakeholder management & engagement – ability to manage relationships at highest levels in corporate and public sectors General management (strategic, finance, project, admin and HR & programme) Communication management capability (knowledge of social media, web management, and knowledge dissemination) Advanced verbal and written communication capability Extensive networks in housing sector Reputation and standing in housing sector Advocacy capability Advanced Research Skills & policy exposure Resilience & flexibility – ability to be self-sufficient, self motivating, and willing to undertake all tasks irrespective of level Leadership & strategy – conceptual capability and experience in strategic envisioning and planning processes Entrepreneurial – ability to identify strategic opportunities and to implement these into programmes Ability and willingness to travel 	

APPROVAL	
Manager:	Employee:
Signature	Signature:
Date:	Date: