**Purpose of the Job**

Shelter Afrique (SHAF) is a Pan-African finance institution that exclusively supports affordable housing and urban development in Africa. With an existing partnership of 44 African Governments, the African Development Bank (AfDB) and the Africa Reinsurance Company, Shelter Afrique builds strategic collaboration to support affordable housing, commercial real estate and urban development initiatives in Africa.

The Policy, Research and Partnerships unit is responsible for the policy, research, partner relationships and resource mobilization aspects of the organization towards providing innovative solutions to the housing and urban development challenges in the African region. The unit is also responsible for managing the Shelter Afrique Centre of Excellence (CoE), which is a one stop platform for research & development, capacity building, training and advisory to support affordable housing delivery and urban development in Africa.

This position is located at the Policy, Research and Partnerships unit and reports to the Manager in charge of the unit.

The position is responsible for assisting the unit manager in running the activities of the unit in terms Research and Development, capacity building, advocacy, training, advisory and resources mobilization to support affordable housing delivery and urban development in Africa.

**Duties and Responsibilities**

Under the direct supervision of the Manager: Policy, Research and Partnerships, the Research Associate is required to perform the following duties:

- Researches, extracts and compiles basic information and assist in publications on specific programs/projects and related topics and issues.

- In coordination with the rest of the Policy, Research and Partnerships team, write the content for the CoE newsletter.
- Assist in conducting Development Impact Assessment.
- Sorts, consolidates, extracts and processes data and enter into relevant database.
- Assist in writing grants and other related funding proposals.
- Assist in managing the CoE website and social media platforms.
- Assist in monitoring developments/issues on subjects or areas assigned by collecting, selecting, analysing and compiling materials from multiple sources, e.g., relevant databases, the library and the Internet.
- Prepares a variety of reports, presentations, tables, lists, graphs, charts and/or diagrams for information and review by the Executive Committee members.
- Takes notes and drafts executive summaries of meetings.
- Performs, under minimal supervision, the full range of office management and administrative support functions; provides direct assistance to assigned senior officers of the section and division.
- Assist in the coordination of service-wide activities which these includes masterclasses, webinars and other related special projects and events.
- Performs other related work, as required.

**Competencies**

- Excellent communication and interpersonal skills.
- Ability to work independently and effectively.
- Strong organization skills to meet tight deadlines.
- Team worker, able to work in a multi-cultural environment and with multi-disciplinary teams.
Qualifications and Skills Required

The jobholder should possess:

• **Education**
  - Relevant Bachelor’s Degree in related areas in the built environment such as Architecture, Quantity Surveying, Real Estate, or Urban Planning is required;
  - Postgraduate degree is an added advantage.

• **Experience**
  - A minimum of five years of experience in collecting and researching data across various areas of housing finance, urban development, planning and related built environment areas;
  - Proven publications experience in the academia, the private/public sector, international organizations or civil society organizations;
  - Experience in grants sourcing and mobilization;
  - Experience in Development Impact assessment in the built environment.

• **Language skills**
  - Outstanding communication and writing skills in English and professional working experience in French.

• **Computer skills**
  - Be computer literate in standard software applications.

• **Application procedure**

Applicants are invited to send a cover letter illustrating their suitability against the listed qualifications and detailed curriculum vitae as well as names and addresses of the referees and writing samples to hr@shelterafrique.org

Applicants should indicate the position applied for as the subject line of their email submissions.

The deadline for submission is 20th March 2020.

Only short-listed applicants meeting the above requirements will be contacted.