

## ALTAI CONSULTING – GOVERNANCE, SECURITY AND STABILIZATION PRACTICE

**Position:** Analyst

**Type of Contract:** Fixed

**Location:** Based in Dakar, Senegal with possible travels to other countries in West Africa

**Duration of Contract:** 1 year, renewable

### ABOUT US

Altai Consulting is a strategy, research and monitoring & evaluation firm focusing on fragile countries in the Middle East and Africa. Altai began operating in 2003 and has since successfully completed over 500 consulting and research assignments in Africa, the Middle East and in Central Asia, with regional hubs in Nairobi, Beirut, Tunis, and Dakar. Our clients include major donors and international organizations (the European Union, UN agencies, the World Bank, the FCDO, USAID, AFD, etc.), international foundations and INGOs looking for field-level assessments, technical expertise, and high-level strategy support. For more information, please visit our website: <http://www.altaiconsulting.com>

### JOB DESCRIPTION / REQUIREMENTS

Altai Consulting seeks a highly motivated candidate for a position of Analyst within its Governance, Stabilization and Security practice. The candidate will also contribute to the development of the practice in West Africa. The candidate will work directly under the supervision of a Project Director (PD), and report to the West Africa & Sahel Director (RD).

Responsibilities will include (but are not limited to):

- Project work:
  - Complete initial desk reviews during inception phases of research projects;
  - Participate in and provide support to the design and drafting of data collection tools ;
  - Participate in the monitoring of data collection ;
  - Prepare and conduct field research interviews ;
  - Review and clean qualitative and quantitative data, as well as provide an initial analysis of collected data ;
  - Contribute to the effective management of project timelines ;
  - Contribute to the building of a good relationship with subcontractors and data collection partners ;

- Participate in the drafting of reports and briefing notes, with guidance from the PD and quality assurance from the RD;
- Participate to potential client updates and presentations of key findings ;
- Provide clear progress updates to the RD ;
- Participate in the organization of public events, notably ones related to the presentation of research results ;
- Contribute to the reporting process associated with research projects.
- Business Development:
  - Contribute to the development of Altai's strategy in the field of Governance, Stabilization and Security across West Africa
  - Participate in the identification of relevant business development opportunities in line with Altai core methodologies and country / field knowledge

## MINIMUM REQUIREMENTS

**Education requirements:** Masters' degree or higher in Development Studies, Conflict Studies, Political Science, Geopolitics, International Diplomacy, International Law, or equivalent.

**Experience requirements:**

- A minimum of 2 years of professional experience in international development organizations, consulting firms, think tanks, INGOs, bilateral cooperation, research institutions (academic, think tanks etc.).
- Experience in the field of conflict resolution, risk analysis, field research in complex environments, study of conflict dynamics, political science and/or socio-anthropological analysis will be valued.
- Field experience in West Africa, especially in Senegal, would be an asset.
- Experience in collaborative research projects involving several research partners will be valued.

**Skills requirements:**

- Excellent analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with particular attention to detail and accuracy
- Experience writing policy papers, assessments, and/or strategic recommendations that require a solid analytical capacity
- Knowledge of Excel
- Native French is required for this position
- Fluency in English
- Excellent interpersonal skills and ability to work in harmony with a variety of partners.

To apply, send an email to [hr\\_sahel@altaiconsulting.com](mailto:hr_sahel@altaiconsulting.com) by end October 2022 (put in the subject your name and "Analyst\_GSS") with a CV and motivation letter **in French**.