Senior Capacity Development & Research Analyst

The Khana Group (TKG) is a strategic advisory firm that works globally, with a primary focus on Africa. We are committed to working collaboratively with the public and private sectors to develop sustainable solutions that will positively impact and transform lives.

The firm works in Liberia and is seeking a full-time Senior Capacity Development & Research Analyst to join our team in Liberia. This exciting role is mostly client facing and entails managing teams, managing projects, delivering effective business presentations to clients, developing business relationships.

Primary Responsibilities

Primary duties as Capacity Development & Research Analyst will include but not be limited to the following:

- Lead and manage capacity development and research projects in Liberia and other West African countries
- Lead the design and development of tools and methods for capacity assessments, analysis, and identifying gaps to develop interventions and capacity development programs
- Lead capacity development and strengthening projects which includes strategic planning, process improvement, change management, and organizational development
- Oversee the development of practical, clear, and useful tools and techniques that address gaps identified during assessments
- Conduct research and market assessments and analyze and synthesize research findings to develop valuable insights and strategic recommendations for clients
- Develop and conduct performance assessments for institutions
- Oversee the implementation of in-person and virtual knowledge management, organizational learning, and networking events
- Assist with organizing workshops and training, and with developing training guidelines and materials for clients
- Build effective networks, partnerships and relationships with both existing and new clients
- Design and create error-free, client-ready presentations in Microsoft PowerPoint, Word, and Excel
Qualifications

- Master’s degree or higher in a field related to international development, organizational development, knowledge management, business administration, or a similar focus.
- A minimum of 5 years of progressively responsible, professional-level experience in organizational development, capacity building, performance improvement, learning, or knowledge management.
- Knowledge of research, monitoring and evaluation, including how to use data to inform policies.
- Exceptional communication and interpersonal skills, including experience with facilitation and training delivery.
- Fluency in English, written and spoken.
- Strong proficiency in MS Office suite (Word, Excel, Outlook, Power Point).
- Exceptional and advance level in excel.
- Certifications in knowledge management, organizational development, training, performance improvement / human and institutional capacity development (HICD) a plus.

Application Instructions

- This vacancy closes on July 30, 2014.
- Applications for this position should be sent via electronic mail to career@thekhanagroup.com with Senior Capacity Development & Research Analyst in the subject line.
- Applicants should include a CV of no more than 4 pages with the contact information of three references as well as contact information for all supervisors for the past five years.
- Each applicant will go through a rigorous interview and evaluation process. This process entails testing applicants’ communication and writing skills and other skills as required for the position.
- Applicants must have permanent residency in Monrovia.
- No telephone or in-person inquiries, please.

The Khana Group is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.