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May 1, 2015

Job Posting

Position Title:

Project Manager and Research Associate

Job Description:

The [Open African Innovation Research network, “Open AIR”](#) seeks an inspiring associate to co-manage the next phase of its collaborative research, training and outreach activities.

The Project Manager’s job is to help the network achieve our shared goals of:

- Executing large-scale, empirical research on knowledge governance and innovation;
- Building relationships among collaborators in Canada, the countries of Africa and the world;
- Mentoring students who will become the next generation of emerging global leaders; and
- Reaching out beyond the academic community to ensure our research has real-world impact.

Achieving our goals requires a Canada-based Project Manager to coordinate an array of complex tasks, working closely with our current management staff and research personnel throughout Africa. Our new Canada-based Project Manager will work especially closely with our network’s co-manager based at the University of Cape Town. He or she will be responsible for managing large sums of money flowing in multiple currencies among researchers and students throughout Canada, African countries and elsewhere. The Project Manager must monitor budgets and cash flow, in order to assist in strategic financial planning and accurate reporting. The Project Manager must also track the network’s progress against ambitious milestones, and lead the drafting of narrative and technical reports to our funders. Ensuring effective communications among collaborators within the network, and with general and specialized external audiences is an essential aspect of the Project Manager’s job. He or she will help, as well, to support the network’s student training and mentoring activities. There are also opportunities for the Project Manager to engage, should he or she wish to, in substantive research activities. The Project Manager will travel often to the African continent and elsewhere.



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Research Council of Canada

Conseil de recherches en
sciences humaines du Canada

Canada



International Development Research Centre
Centre de recherches pour le développement international

About Open AIR:

The Open AIR network is a community of researchers interested in science and technology innovation, the governance of knowledge and human development. We are an inter-disciplinary, cross-sector and international network. Activities are coordinated through hubs in the cities of Cape Town, Nairobi, Cairo, Lagos and Ottawa. Our network has a solid presence in 14 countries throughout Africa, with connections to collaborators on every other continent.

The network has been growing since 2006, seeded with funds from development and research-focused organizations in Canada, Germany, South Africa, and elsewhere. Phase I (2007-2010) of our empirical research compared the [impact of copyright law and practice on education across eight African countries](#). Phase II (2011- 2014) examined [broader aspects of intellectual property \(IP\) and innovation systems, now and in the future](#).

During the next seven-year phase of our work, we will continue easing inherent tensions between intellectual property and access to knowledge. Our empirical insights will help to modernize predominant business models and reform outdated knowledge governance systems, which too often inhibit innovation and fail to take advantage of evolving social attitudes and technology trends. Mobilizing our insights through direct connections to key decision makers will lead to more innovation that benefits more people in both developed and developing countries.

Open AIR will achieve these outcomes by answering two overarching questions: How can open collaborative innovation help businesses scale up and seize the new opportunities of a global knowledge economy? And which knowledge governance systems will best ensure that the social and economic benefits of innovation are shared inclusively across society as a whole?

Answering these questions involves three steps: (1) comparing case studies across industry sectors and global regions to identify best practices; (2) improving theoretical models of how proprietary, open, and blended business strategies operate in collaborative innovation systems; and (3) designing new policies and governance frameworks to be more congruent with evidence-based theories.

Our network will conduct these activities in three thematic areas: (A) high technology hubs, where clusters of disruptive new businesses are born and incubated (B) informal entrepreneurs, whose resilience is often attributed to a shared spirit of openness, and (C) indigenous communities, which have a long history of collaborative knowledge production.

Broadening and deepening our Afro-centric network's connections to other regions of the world, and the country of Canada specifically, is also among our next priorities. Funding has been secured to solidify these institutional and professional partnerships. It is for this purpose that we are recruiting a Canadian-based Project Manager to work, from Ottawa, in collaboration with our co-directors and project managers at other network hubs.

Key Qualifications and Competencies:

- Experience working in Africa, with African partners, or on projects with a significant African component.
- Experience in project management, including budgeting and financial administration, outcome monitoring and evaluation, and technical reporting.
- Strong organizational, time management, planning and administrative skills.
- Excellent interpersonal and communication skills, including inspirational team leadership and mentoring abilities.
- Public relations and/or research communications experience, particularly with social media.
- Proficiency with computer systems (including word processing and spreadsheets, and preferably one or more of desktop publishing, graphic design or financial accounting).
- Knowledge of research in science and technology innovation, intellectual property and/or international development, obtained in law, management, economics, political science, international relations, development studies or a related discipline, acquired through undergraduate or preferably graduate studies.
- Excellent verbal and written fluency in English and French, with language skills in one or more of the African continent's local languages an asset.

Salary and benefits:

- CAD 53,647 – 69,975 plus [benefits](#); commensurate with qualifications and experience.

Application Deadlines and Procedures

Applications will be considered starting May 11, 2015 and continuing until a suitable candidate is identified. Applicants should submit a package including a brief covering letter and a *curriculum vitae* via email to Nan@OpenAIR.org.za.

All qualified candidates are invited to apply; however, preference will be given to Canadian citizens and permanent residents. The University of Ottawa, the institution at which the position will be held, is an equal opportunity employer. The University and the leaders of the Open AIR network are committed to increasing the participation of persons from equity-seeking groups, such as racial, religious and cultural minorities, Aboriginal peoples, LGBT, persons with disabilities, and economically disadvantaged persons.

Performance Areas	Activities / Objectives / Tasks
Management and coordination (40%)	<ul style="list-style-type: none"> • Co-manage and co-coordinate the entire network, together with managers and coordinators at other hubs, on a day-to-day basis, including tracking milestones and deliverables. • Participate in project strategic decision-making, including as an active member of the project Steering Committee. • Support Principal Investigators in planning and executing the project according to deadlines and within budget. • Ensure eligibility of project expenditures in accordance with funding agency requirements. • Develop and implement regulatory compliance processes including data security, privacy, ethics, etc. • Welcome, train, guide, and supervise students and research staff. • Design, develop and maintain existing and new database systems, including interfaces with web sites, email lists, reference libraries and other electronic resources. • Coordinate and monitor the status and quality of individual or multiple sub-projects and ensure that interim and final deadlines are met.
Monitoring, evaluation and reporting (30%)	<ul style="list-style-type: none"> • Ensure effective monitoring and evaluation of project activities, outputs and outcomes. • Budget for, monitor and regularly report to funders on all project technical, administrative and financial activities. • Summarize in written format (i.e. report suitable for submission to client and/or funding agency) information relating to project design, implementation, evolution and findings.
Communications and networking (30%)	<ul style="list-style-type: none"> • Ensure effective internal project communications among network directors and all other members of the network. • Ensure effective external project communications via the project website, social media and promotional materials. • Summarize results in written format suitable for consumption by policymakers, business leaders and lay audiences. • Contribute to the drafting and submitting of papers to peer reviewed journals/conferences/workshops and of grant proposals and applications. • Conduct and develop material for research coordination events including conferences, seminars and workshops amongst project investigators and stakeholders in Canada and African countries.