Ghana Center for Democratic Development

Position Title: Research Analyst

Location: Accra

Reports to: Director of Research

Job Type: Full-time

About CDD Ghana

The Ghana Center for Democratic Development (CDD Ghana) is a leading independent policy research organization dedicated to advancing democratic governance, promoting economic and inclusive development, and addressing social inequalities. We provide evidence-based research and policy recommendations to inform and influence public policy debates.

Position Overview

We seek a highly motivated and skilled Research Analyst to join our dynamic team. The Research Analyst will be critical in conducting high-quality research, analyzing policies, and producing insightful reports contributing to our mission of shaping informed public policy.

Key Responsibilities:

1. Research and Analysis

- Conduct comprehensive research on assigned topics related to the think tank's focus areas, such as democratic resilience, economic policy, social justice, and international relations.
- Analyze public policies, trends, and developments by reviewing academic literature, government reports, and other relevant sources to generate actionable insights.
- To gather and interpret data, utilize qualitative and quantitative research methods, including surveys, interviews, focus groups, and statistical analysis.

2. Report Writing and Publication

- Write clear, concise, well-structured research reports, policy briefs, and working papers that effectively communicate research findings and policy recommendations.
- Contribute to developing publications, including journal articles, blogs, and op-eds, that disseminate research findings to a broader audience.
- Ensure all publications are thoroughly proofread and adhere to the think tank's style and quality standards.

3. Data Management

- Collect, manage, and maintain research data and databases, ensuring data integrity and accuracy.
- Data analysis software (e.g., SPSS, STATA, R, and MS Excel) to perform statistical analyses and interpret results.
- Develop and maintain dashboards and data visualization tools to present data in a user-friendly format.

4. Project Management

- Assist in the planning, coordinating, and executing research projects, including developing research proposals and project plans and setting timelines.
- Manage project timelines, budgets, and deliverables to ensure successful completion and deadline adherence.
- Coordinate with team members and external partners to ensure seamless project execution.

5. Collaboration and Networking

- Collaborate with internal and external researchers, experts, and stakeholders to enhance research quality and impact.
- Build relationships with key partners, including academic institutions, government agencies, and non-governmental organizations.
- Participate in and contribute to research networks, conferences, and workshops to share knowledge and best practices.

6. Policy Advocacy

- Support policy advocacy by providing evidence-based research and participating in policy discussions and engagements.
- Present research findings at workshops, seminars, and public events, effectively communicating key messages to diverse audiences.
- Develop and deliver presentations, webinars, and other outreach activities to promote research findings and policy recommendations.

7. Continuous Learning

- Stay updated with the latest research methodologies, trends, and developments in relevant fields by reading academic journals, attending conferences, and participating in training programs.
- Participate in professional development opportunities to enhance research skills and knowledge.
- To disseminate new research and findings and contribute to internal knowledge-sharing initiatives, such as team meetings and training sessions.

Qualifications:

- A Master's degree in a relevant field (e.g., Political Science, Economics, Public Policy, Sociology)
- Proven experience in conducting research and policy analysis
- Strong analytical skills and the ability to synthesize complex information
- Excellent written and verbal communication skills
- Proficiency in research software and data analysis tools
- Strong project management and organizational skills
- Ability to work independently and collaboratively in a team-oriented environment
- Demonstrated commitment to CDD Ghana's focus areas, e.g., democratic governance, economic, and inclusive development
- Bilingual skills (an advantage)

Application Process

Interested candidates should submit a resume, cover letter, and a writing sample to jobs@cddgh.org by **Friday, February 21, 2025.**

The Ghana Center for Democratic Development (CDD-Ghana) is an equal-opportunity employer and encourages applications from individuals of all backgrounds. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Position Title: Knowledge Translation Officer

Location: Accra

Department: Research and Knowledge Management

Reports To: Director of Research and Knowledge Management

Job Type: Full-time

Overview:

The Knowledge Translation Officer will be pivotal in transforming research findings and complex data into accessible, actionable insights for diverse stakeholders. This position involves synthesizing and disseminating knowledge to influence policy, practice, and public understanding. The ideal candidate will have a strong background in research communication, excellent writing skills, and a passion for making data-driven insights accessible and impactful.

Key Responsibilities:

1. Knowledge Translation and Communication

- Develop and implement strategies to translate complex research findings into clear, actionable insights.
- Create knowledge translation products, including, but not limited to, policy briefs, infographics, reports, and presentations.
- Collaborate with researchers and subject matter experts to ensure the accuracy and relevance of information.

2. Stakeholder Engagement

- Identify and engage with key stakeholders, including policymakers, practitioners, and community organizations.
- Tailor communication strategies to meet the needs of different audiences.
- Facilitate knowledge exchange activities, such as workshops, webinars, and conferences.

3. Content Development

- Write and edit content for various platforms, ensuring clarity, accessibility, and impact.
- Design and produce visually engaging materials to enhance the dissemination of research findings.
- Maintain an up-to-date knowledge repository for internal and external use.

4. Monitoring and Evaluation

- Develop and implement metrics to assess the effectiveness of knowledge translation activities.
- Monitor and evaluate the impact of knowledge translation efforts on policy and practice.
- Provide regular reports on knowledge translation activities and outcomes.

5. Collaboration and Support

- Work closely with the Program, Research, Knowledge Management, Advocacy, Policy, and Partnership teams to align knowledge translation activities with organizational goals.

- Support capacity-building initiatives for staff and partners in knowledge translation and communication skills.
- Stay current with best practices and emerging trends in knowledge translation and research communication.

Qualifications:

- A degree in a relevant field such as Communications, Public Policy, Social Sciences, or a related discipline. A Master's degree is preferred.
- Proven experience in knowledge translation, research communication, or a related role.
- Exceptional writing and editing skills, with the ability to convey complex information clearly and concisely.
- Strong understanding of research methodologies and the ability to interpret and synthesize data.
- Proficiency in using digital tools and software for content creation and data visualization.
- Excellent interpersonal and communication skills, with the ability to engage and build relationships with diverse stakeholders.
- Strong organizational skills and the ability to manage multiple projects and deadlines.

Desirable Skills:

- Experience in the non-profit sector or with international development organizations.
- Knowledge of policy processes and experience in engaging with policymakers.
- Familiarity with design software (e.g., Adobe Creative Suite, Canva) and data visualization tools.
- Familiarity with Social media tools

Application Process:

Interested candidates should submit their resume, a cover letter detailing their experience and suitability for the role, and examples of previous knowledge translation work to jobs@cddgh.org with the application clearly labeled: KNOWLEDGE TRANSLATOR.

Deadline for Applications: Friday, 21 February 2025

The Ghana Center for Democratic Development is an equal-opportunity employer and encourages applications from all qualified individuals. We thank all applicants for their interest, but only those selected for an interview will be contacted.