



Job Vacancy

Title: Senior Research Coordinator

Location: Based in Kenya (Nairobi), Malawi (Lilongwe), South Africa (Johannesburg), or Zimbabwe (Bulawayo)

Type: Hybrid 2-3 days in the office, 2-3 days remote

Reports to: GRS Research Manager

Start Date: February 15, 2025

Overall Description

The Senior Research Coordinator is a key position in Grassroot Soccer's (GRS) research initiatives—coordinating research partnerships, managing project timelines, budgets, and deliverables, and facilitating communication between internal teams and external partners and consultants, particularly in South Africa and key GRS geographies (Ethiopia, Kenya, Malawi, Nigeria, and Zimbabwe). The role includes contributing to the development of research protocols, data collection tools, and data analysis.

Additionally, the Research Officer supports thought leadership efforts, including abstract submissions and the dissemination of research findings through publications and presentations. Internally, they help coordinate information-sharing calls and contribute to the development of quarterly Learning & Insights calls and other knowledge-sharing resources. The Research Officer will be a member of the Global Research & Development team and work cross-functionally with various business units across GRS, including Impact Teams and Global MEL.

Grassroot Soccer (GRS) is a rapidly growing adolescent health organization that leverages the power of soccer to educate, inspire, and mobilize at-risk youth in developing countries to overcome their greatest health challenges, live healthier, more productive lives, and be agents for change in their communities. Since 2002, GRS programs have reached 13 million young people in more than 60 countries with life-saving HIV prevention and sexual and reproductive health information and services. Grassroot Soccer is looking to continue scaling its impact via partnerships over the next five years.

Key Activities/Performance Areas

Research Partnership Coordination: 60%

- Support coordination of research partnerships with GRS teams, implementing partners, and external research partners, with a special focus on projects in South Africa and in key GRS partnership geographies (Ethiopia, Kenya, Nigeria, Malawi, and Zimbabwe)
- Support coordination with research consultants, including recruitment and onboarding process, tracking project timelines, budgets, and deliverables



- Coordinate scheduling of meetings; prepare and share agendas, relevant documents, and resources; document and circulate record of discussions with internal and external teams participating in research
- Support drafting, review, and formatting of research protocols, quantitative, and qualitative data collection tools
- Contribute to analysis and interpretation of primary and secondary data as needed

Thought Leadership: 20%

- Track relevant international, regional and local scientific meetings, conferences and workshops and GRS submissions
- Support coordination of GRS scientific abstract development and submission process, including formatting, copy editing, etc.
- Review and contribute to dissemination of GRS evidence through publications, abstracts, posters, presentations, panels at conferences and or special events.

Internal Learning: 20%

- Coordinate & contribute to internal and external information-sharing and learning calls (including leading the coordination of the quarterly Learning & Insights calls)
- Lead the development of the Scouting Report
- Support maintenance of research team intranet pages

Anticipated Travel up to 10-15%

Qualifications and Competencies

- University level or coursework/training in Development Studies, Public Health, Social Sciences, Public Administration, or related field; coursework or training as well as accompanying levels of experience can be used in lieu of university degree
- Understanding of SRHR, HIV, and mental health as related to adolescence and the field of positive youth development
- Understanding of research methods, quantitative and qualitative data collection and analysis methods
- International grant/program management experience or familiarity preferred
- Minimum of 3 years of experience in adolescent health or program implementation of international health projects
- Strong interpersonal, analytical, and problem-solving skills for managing activities and projects across various countries and staff / volunteers / partners from various cultures



- Demonstrated drive and enthusiasm and ability to function in a fast-paced, remote-working team environment within tight deadlines
- Demonstrated attention to detail, ability to implement procedures, meet deadlines and work independently, constructively and cooperatively in cross-cultural team
- Proven ability to solve problems independently without direct supervision
- Passion for and commitment to Grassroot Soccer's mission and vision
- Excellent written and verbal communication and relationship building skills
- Strong computer skills and experience, including Microsoft Office and Google Suite

Successful leaders at Grassroot Soccer are bold, yet humble. They are passionate about the mission of Grassroot Soccer and understand their role on the Grassroot Soccer team to achieve its mission.

Day to day, they are...

- **Proactive:** can anticipate both opportunities and obstacles and take action
- **Professional:** level-headed; ability to de-escalate difficult situations, behave exceptionally, and manage/minimize distractions
- **Problem Solvers:** comfortable with ambiguity, can creatively unlock bottlenecks and turn problems into opportunities

...they demonstrate lots of...

- **Common Sense:** prioritizing the right things at the right time; making good, quick, informed decisions balancing multiple issues and points of view
- **Self-awareness:** know where one's blind spots are, recognize differences, and build a team to complement one's skills and weaknesses

...and a strong bias for...

- **Follow-through and Outcomes:** deliver results, not just create lots of activity
- **Treating People Well:** empathetic, kind, great listener, yet can make tough decisions and hold oneself/others accountable

At Grassroot Soccer, we are committed to offering competitive and fair compensation. Salaries are determined based on multiple factors, including experience, qualifications, and the geographic location.

We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other legally protected status.