



JOB DESCRIPTION & PERSON
SPECIFICATION

**TECHNICAL ANALYST
(GENDER AND URBAN)**

Social Development Direct
August 2016

Job Description and Person Specification: Technical Analyst (Gender and Urban)

We are seeking candidates with a background in gender and urban development issues for a technical analyst post to join our small but expanding team at SDDirect, and to primarily provide support to the DFID funded Infrastructure and Cities for Economic Development (ICED) Programme.

Department:	Technical Team
Location:	Central London, with international travel
Reports to:	Senior technical specialist
Appointment term:	Full-time permanent
Specific requirements:	You must be eligible to work in the UK and able to travel internationally.
Closing Date:	16 September 2016, 5pm GMT. Interviews will be held in the second and third weeks of September 2016.
Remuneration Package:	Competitive package in line with experience, 25 days holiday

Social Development Direct (SDDirect) is a leading provider of high-quality, innovative and expert social development assistance and research services. We are a technical firm that offers in-depth thematic expertise in women's economic empowerment, conflict prevention and peace building, governance voice and accountability, girls' education, health rights and violence against women and girls.

We have a 15 year track record of providing high quality services that include technical advice and support, research, development assistance programme design, delivery and management, monitoring and evaluation. Our clients are leading international development agencies, iNGOs and Foundations. We are a privately owned Small, Medium Enterprise (SME) with a global track record in over 50 countries. Read more about us and our work at: www.sddirect.org.uk

To apply

If you are interested in joining our dynamic and growing team, please email your tailored CV with cover letter by email to jobs@sddirect.org.uk by **Friday 16 September 2016**, 5pm GMT.

Please use this email subject line: Technical Analyst (Gender and Urban)

Your CV and cover letter should be tailored for this job application, and should clearly demonstrate how you fit the person specification outlined below, and why you are applying for this role in particular. The CV should be no longer than 3 pages, and the cover letter no longer than 2 pages.

In your cover letter, please also clearly specify:

- Your right to work in the UK
- Your ability to work in our London office
- Your ability to travel overseas

Interviews will be held in the second and third weeks of September. SDDirect prides itself in being an inclusive organisation. Our office is wheelchair accessible; please let us know if you would require any assistance in order to attend the interview.

Due to the high volume of applications, we are only able to respond to shortlisted candidates.

1. OVERALL PURPOSE OF THE ROLE

The 'Technical Analyst' is a junior level position. **The Technical Analyst's primary role will be to provide support to the Infrastructure and Cities for Economic Development (ICED) Programme.**

ICED is a UK Department for International Development (DFID) facility, which aims to improve the way DFID's infrastructure and cities initiatives across the world contribute to poverty reduction and to rapid, resilient and inclusive economic growth. SDDirect leads ICED's work on gender and social inclusion (GESI), working to mainstream these issues across the programme, seeking opportunities to create transformative change through infrastructure and cities programming.

The ICED Technical Analyst will play a key role in SDDirect's core team on the programme. S/he will undertake a range of work, including: desk-based evidence reviews; writing communications and advocacy briefs and knowledge products; supporting senior colleagues prepare for and undertake in-country assignments; and attending weekly ICED team meetings. There will be opportunities to work on broad issues of gender and inclusion, as well as more specific issues such as women's economic empowerment and violence against women and girls (VAWG).

In addition to your role on ICED, you may also provide support to the company's other programmes, through desk-based and/or in-country work (on in-country assignments you would usually accompany a senior colleague).

2. MAIN DUTIES AND RESPONSIBILITIES

1. To provide junior level support on the ICED programme;
2. To provide additional support to a range of consultancy and research assignments as required;
3. To support the identification of growth areas of business within your technical area and to work with the business development team, wider technical team and other colleagues to secure new work which builds on the organisation's expertise;
4. To represent the organisation to external partners at meetings and conferences;
5. To contribute to internal action to strengthen SDDirect as an organisation through regular meetings, working groups, management meetings and planning. Also to support the planning and implementation of the Annual Technical Forum, where the Technical Team meets with a view to reviewing its technical priorities.
6. To network with a range of external partners and individuals, identifying relevant events for presenting our work, contributing to the marketing activities of the organisation and representing SDDirect as appropriate.

This is not an exhaustive list of the duties required of the role and they may be changed from time to time in consultation with the post holder.

Person Specification

This is an exciting post in an organisation with an international reputation for excellence. In order to meet this challenge you will need to demonstrate the following experience, skills and attributes:

<p>Essential:</p>	<ol style="list-style-type: none"> 1. A postgraduate university degree in a relevant subject (e.g. International Development, Urban Studies, Gender Studies, Gender and Development, Anthropology) 2. Knowledge of gender and urban development issues (from postgraduate study and/or work experience) 3. Some understanding of women's economic empowerment issues and/or infrastructure development issues 4. At least 1 year of experience working on international development, with some time working in a low income country 5. Excellent desk research and analytical skills, and a high level of proficiency at using the Internet for research 6. Strong organisational skills and ability to meet deadlines 7. Excellent presentational and written skills and the ability to communicate complex ideas to a range of audiences 8. Attention to detail 9. Strong team-working skills, as well as the ability to work on your own initiative 10. Self-starter with entrepreneurial attitude 11. A demonstrable commitment to human rights and social justice 12. Fluency in written and spoken English 13. You must be able to travel internationally. You must be able to work legally in the UK.
<p>Desirable:</p>	<ol style="list-style-type: none"> 1. Experience of working with consultants or as an employee of a multilateral organisation, donor or NGO 2. Experience of working in the Sub-Saharan Africa, Middle East/North Africa and/or South Asia 3. Good networking skills 4. Fluency in other languages – e.g. French, Arabic, Portuguese, Spanish, Urdu, Hindi 5. Experience with quantitative research methods 6. Knowledge of monitoring and evaluation and measuring results 7. Experience organising events