



Sensi & Company Ltd.
67 Sir Samuel Lewis Road, Freetown
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- Do you think that you are innovative and pro-active?
- Are you different or extraordinary than others?
- Do you want to make a big impact in the lives of young people in Sierra Leone and contributes to nation building?

If your answer is yes, then we have an exciting and challenging opportunities for you. Come forward and take the challenge.

We are Sensi Tech Innovation Hub Center in Sierra Leone, building a technology innovation community in Sierra Leone that will drive economic and social development through providing an open and stimulating community hub for young technologists and entrepreneurs to come together, develop their ideas and access cutting-edge tech, events, incubation programmes, networking, training and jobs. Our mission is to create an open community space where technology and entrepreneurship intersect, to help build the next generation of innovative solutions and businesses in Sierra Leone.

We strive to represent the next generation of agents of this change. Sensi is built on a highly collaborative and community driven model. We facilitate the mentoring, skilling, generation of, and exposure to novel ideas needed to foster a more innovative, technological, business and community driven solutions to the livelihoods challenges faced in Sierra Leone. Our approach is to always learn and evolve, so that we can constantly improve in the area we work in, and create impact.

Currently we are looking to recruit for the following position:

Position title: Director of Research & Innovation

Category: Consultantcy Contract Position (6 months)



Reports to: Hub Manager

Business: Sensi Tech Hub

Location: Freetown Sierra Leone

The selected candidate will work with Sensi Tech Innovation Hub Center team. The post holder will be responsible to provide various functional support to the implementation of the Centre programme activities in Freetown and other operational areas. They will have to participate in all key decisions relating to their work situations and analysis and play a strategic role in the development and implementation of Centre project and grants activities, data collection, inputting and processing as maybe required.

1. JOB PURPOSE/SUMMARY

The Director of Research & Innovation will provide strategic leadership in further developing Sensi's investment in technological and business research/opportunities, and work closely with the Director in expanding the innovation agenda in partnership with the relevant stakeholders. In support of this, the post holder will develop a research strategy which is safe, effective and sustainable long term. To enable delivery of the research strategy, the post holder will ensure that the systems and processes within the organisation are fit for purpose to enable the organisation to deliver quality research that meet the requirements of the relevant regulations, legislation and guidelines that inform research. The post holder will manage and further develop the Sensi's Research and Innovation with a particular focus on technological and business advancement, working with internal and external stakeholders.

2. MAIN DUTIES AND RESPONSIBILITIES

- a. Responsible for the development, governance and management of Research and Innovation functions across the organisation.

- b. **Responsible for ensuring all of Sensi’s tech and business related project/program and studies comply with the regulatory and legal framework and are reported through the relevant agencies, sponsor and host organisations within required timelines.**
- c. **Responsible for developing and promoting Sensi and Innovation interests through local, national and international networks as required.**
- d. **Working with Director and Hub Manager to create a Research and Innovation strategy maximising the potential of Sensi.**
- e. **To maximise research and business income from external peer reviewed funding sources.**
- f. **To ensure the organisation, identifies, exploits and commercialise innovations in partnership with external stakeholders**
- g. **To maximise participation in and recruitment to Sensi’s research portfolio studies.**
- h. **To ensure the completion and reporting of studies conducted in the organisation.**
- i. **Create an appropriate culture to promote research development and innovative practice with all professionals within Sensi.**
- j. **Responsible for managing senior staff within tech and business Research and Innovation including recruitment, appraisal, discipline, training, holiday and sick leave.**
- k. **Create a management framework in consultation with the Director for the effective completion of these responsibilities, including reporting via established Sensi’s frameworks.**
- l. **To ensure the development of effective partnerships with local, national and international institutions and businesses to support and enhance working opportunities.**
- m. **To manage a register of all tech and business research and opportunity activities across the organisation.**
- n. **To ensure all staff engaged in tech and business project/program activities are appropriately trained, qualified and where appropriate, assure information is available for management staff to include information within appraisals.**

- o. To report to the Director on a weekly basis, including performance, risk and changes in line with Sensi project/program and business agenda which may affect the delivery of targets within the organisation.
- p. Responsible for ensuring financial and research probity in all service and project/program conducted in the organisation.
- q. Ensure that appropriate programmes exist to support and develop staff across the organisation, sign posting to external training where relevant.
- r. To support the production of quarterly, mid-term and annual reports detailing all service, project/program and research activities, income and output relating to Sensi organisation.
- s. To ensure a sustainable strategy for Sensi’s Research and Innovation for the future.

3. VALUES AND BEHAVIOURS

As a senior post holder in Sensi you will be required to be an inspirational leader and great line manager.

This includes:

- a. Promote Sensi’s core values of care, quality, respect, leadership and achievement by adherence to the behavioural competencies as detailed on Sensi’s policy documents and website.
- b. Put delivery of high quality services at the forefront of what you do.
- c. Ensure that excellence in communication and engagement of staff, service users and stakeholders is at the centre of everything you do. Critical to this is effective communications with clients and colleagues.
- d. Establish excellent working relationships with peers and other colleagues within the local and international tech and business community, and across the organisation as required enabling transformation and delivery on all areas of performance.
- e. Appropriate involvement in the development and delivery of all Sensi agendas.

- f. Demonstrate a can do approach to problem solving and delivery of services.
- g. Ensure that robust governance is embedded in your area of responsibility.
- h. At all times demonstrate behaviours that are consistent with your role as a senior colleague in the organisation.
- i. Employees are expected to be aware of and carry out their duties in accordance with all Sensi working policies.

GENERAL

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.

4. ESSENTIAL KNOWLEDGE, QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED

DEPARTMENT	JOB TITLE	BAND	
Senior Management	Director of Research & Innovation	Consultant	
SHORTLIST CRITERIA <i>Criteria Relevant to the Job</i>	ESSENTIAL <i>Requirements necessary for Safe and Effective Performance in the Job</i>	DESIRABLE/ADDITIONAL/USEFUL <i>Where available, Elements that contribute to Improved/Immediate Performance in the Job</i>	MEASUREMENT/HOW IDENTIFIED <i>Indicate how and at what stage the criteria will be verified</i>
Qualifications & Training	Masters Degree & at least 5 years of experience in a similar position.	General management qualification.	Application Form & Interview.
Special Skills & Knowledge	The highest level of interpersonal, communication and leadership skills. Able to lead and motivate others, strong influencing and negotiation skills.	Service improvement and redesign techniques.	Application Form.

	<p>Ability to analyse highly complex organisational problems and develop and implement workable solutions.</p> <p>Ability to relate to a wide spectrum of tech and business professionals with competing agendas and achieve organisation focused solutions to problems.</p> <p>Able to assess priorities and make decisions, quick to ‘think on feet’, influence, persuade, give leadership and direction.</p> <p>Knowledge and understanding of key modern tech and business issues, including national and international policy drivers that are complex and highly politicised.</p> <p>Knowledge and understanding of legislation relating to business practice.</p> <p>Highly developed knowledge and understanding of key organisation systems.</p>		
Experience	<p>Experienced practising with knowledge of statistics / research / information analysis and research techniques.</p> <p>Senior professional with demonstrable leadership and management.</p> <p>Experience related strategies to improve quality and efficiency of systems.</p>		<p>Application Form & Interview.</p>

	<p>Successful track record delivering high quality services in a large complex multi-disciplinary tech and business environment.</p> <p>Leading change in challenging environments.</p> <p>Committed to developing a comprehensive ethics and management.</p>		
Personal Attributes	<p>Able to function in a multi-professional environment. Leadership skills.</p> <p>Ability to cope under pressure and work to ambitious deadlines.</p> <p>Self-motivated, energetic and flexible, with well-developed interpersonal skills.</p> <p>Has presence, commands attention.</p> <p>Personal resilience, self-awareness, determination to succeed.</p>		Interview.
Values and Behaviors	<p>Achieving Results: Experience of successfully working to deadlines and completing tasks.</p> <p>Inspirational Leadership: Keen to develop themselves and others, open to new ideas and willing to share their experience with others.</p> <p>Maximising Value: Takes ownership of problems and does not overly complicate matters or involve Colleagues unnecessarily.</p> <p>Working Together: Approachable and able to build relationships with a wide variety of colleagues.</p>		



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	<p>Equality and Diversity: Can demonstrate a positive and non-judgmental attitude towards difference in terms of service delivery and working practice.</p> <p>6 Cs of Care: Is able to show knowledge and understanding of promoting care, compassion, competence, communication, courage and commitment within their role.</p>		
Special Requirements	Ability to travel to meet the requirements of the post.		Interview.

Salary/Benefits

£1000 + Perks (To be determined based on experience).