

Research Manager

Job Description

Job Title	Research Manager
Reports to	Chief Executive Officer
Profile of Institution	Noolaham Foundation, Sri Lanka
Base Location	Preferably Jaffna, Sri Lanka, but flexible
Type	Full Time / Salaried (Based on Job Grid of NF)
Period of Assignment	One year (Probationary period - Three months, and possibility of extension based on performance and organizational needs)
Date of Duty Assignment	-

About Noolaham Foundation

Noolaham Foundation (NF) is a legally registered (GA 2390), non-profit, non-partisan, secular entity, founded to provide enhanced access to information sources and foster knowledge-based development in Sri Lanka. Noolaham Digital Library (noolaham.org) and Noolaham Multimedia Archive (aavanaham.org) maintained by the Noolaham Foundation serve as Learning Centres incorporating local knowledge. The digital library and archive function as a repository for various community institutions and fulfill the information needs of students, researchers, historians, activists and the public.

Job Summary

Noolaham Foundation aims to strengthen scholarly research in the Sri Lankan Tamil speaking communities and seeks to build a conscious archival practice that is informed by research. Working in close partnership with the leadership team (Chief Operating Officer and Program Manager), the Research Manager will be responsible for building Noolaham Foundation's research network and team. A leader in their respective field of expertise, the Research Manager will guide, oversee, and assess the quality of Noolaham's multi-phased programs and projects, increasing the scholarly value of these initiatives. The Research Manager will also design, evaluate, and execute research components of NF work. Managing all aspects of new and existing research-focused programs/ projects from inception to completion, the Research Manager will be the single point of contact for all research activities.

Key Responsibilities

- Manage two key processes of Noolaham Foundation, Research for Documentation and Proposals and Initiatives, and provide research support across NF's projects and programs
- Review project deliverables and ensure adherence to quality standards
- Develop appropriate tools to monitor and evaluate current programs and projects; identify research components and mechanisms to improve project quality
- Identify ways to expand current projects and programs; identify potential, new archival and documentation projects
- Plan, design, and write project proposals in both English and Tamil languages
- Outreach and build professional networks with the Tamil research and academic communities across the country and globally
- Build a country-wide research network and perform necessary outreach with the scholars and stakeholders at all levels
- Prepare, write, and present project/program reports in accordance with the international library/archival standards
- Conduct background research for the creation of metadata across NF's projects and programs.
- Make sure the theme mentors involvements in the research oriented project.
- Involve the theme mentors for public talk and proposal writings.
- Create the archival scholarship programmes.
- Build the capacity of field researchers.
- Build and manage a team of staff members, volunteers, interns, and other students
- Assign individual responsibilities to the research team; identify appropriate resources as needed, and develop a schedule to ensure timely completion of projects; track progress
- Provide direction, motivation, support and inspiration to the research team
- Attend senior management meetings and provide project status updates
- Make sure to publish articles related to projects.

Competencies and Skills

- Leadership: Excellent team and organizational leadership skills working with senior management / board of directors to individual contributors; extensive experience developing, managing and mentoring collaborative cross-functional teams; ability to provide leadership and direction to the research team and the organization to ensure successful project execution; consummate team player with a positive, flexible and creative approach.
- Analytical: Ability to synthesize complex or diverse information; analyze situations, define key objectives, and develop strategies and action plans to ensure successful results for the program, team, and the community.

- Problem solving: Ability to quickly identify and resolve problems and to gather and analyze information skillfully.
- Technical expertise: Must have strong technical background in web-based software applications, database structures/designs, metadata, secure network infrastructure and IT hardware; must have ability to understand and apply technical solutions to NF requirements to meet goals.
- Oral and written communication: Must speak clearly and persuasively in positive or negative situations; must write clearly and effectively at a high level; excellent ability to communicate program/project vision and must have strong presentation and group facilitation skills.
- Quality management: Extensive experience in producing high-quality products for scholarly and academic communities; actively identifies opportunities to improve and promote quality; demonstrates accuracy and thoroughness.
- Judgment: Ability to make timely decisions, exhibiting sound and accurate judgment; considers alternatives and makes decisions and recommendations by balancing the needs of NF, the research team, and related projects.
- Interpersonal skills: Must possess strong people skills and professionalism with the ability to maintain excellent working relationships with colleagues at all levels as well as internal/external stakeholders; must be skilled in negotiation and conflict resolution; must be highly organized, flexible, adaptable and able to work in a demanding and rapidly changing environment.

Essential Qualifications

- MPhil/ PhD in the fields of social sciences or humanities.
- 3-5 years experience in independent/ academic/ other institutional-based research.
- Demonstrated strong qualitative and quantitative research experience.
- Demonstrated leadership in professional outreach and network building.
- Experience in managing a diverse team of staff, volunteers, and students.
- Proficiency with MS Office products, desktop publication, and editing.
- Professional level fluency in both written and spoken English and Tamil languages.