



Oxford HR | Candidate Pack

Associate Researcher (Executive Search)

October 2024



About Oxford HR

Oxford HR is B-Corp certified global leadership consultancy, specializing in the impact and for-purpose sectors.

We manage executive level search and appointments and offer leadership and change services which include coaching, consulting, team and leadership development, Founder-CEO transitions, Board Placements, and more. We work with non-profits, NGOs, consultancies, foundations, start-ups, think-tanks, social enterprises, multi-lateral development banks, and government institutions. Our clients are from all over the world. We have developed the following sector specialist areas:

- Environment, Climate & Conservation
- Trade, Finance, Impact Investment
- Education
- Health
- Livelihoods & Agriculture
- Data, Technology & Research

- Human Rights & Equality
- Disaster & Humanitarian Response

Our teams work globally from offices in Europe (Oxford and Amsterdam), Africa (Nairobi), Asia (Singapore), and the Americas (Washington, D.C.). We have over 40 staff, and 45 associates spread across 20 countries. We embrace cultural diversity and as an organization, we are embracing our DEI journey and approach our work with an intersectional lens.

Our Vision is 'An equitable, sustainable planet, delivered by leaders inspired by the need for urgent change.' and our Mission is 'to identify and support leaders creating lasting positive social and environmental impact'.



The Role

Title:

Associate Researcher

Location:

Flexible; Nairobi, Kenya, desirable

Language:

Fluent written and spoken English required; Arabic, French and/or Portuguese desirable

Salary:

Competitive hourly rate commensurate with experience

Closing Date:

25th October 2024. Applications will be reviewed on a rolling basis.



Job Summary

The purpose of this job is to lead on desk-based research for executive-level recruitment. You will research and identify potential candidates for our clients, analyse different sectors and industries and trends in the job market, manage information on our database and support the Consultant in engaging and managing relationships with clients until a preferred candidate is appointed.

The Researcher should have expertise in one or several sector specialties and geographic regions. You will occasionally work on multiple assignments running concurrently and contribute to organisational learning. This role works closely with a network of consultants and other researchers, as well as colleagues in business development and operations who ensure that systems and processes are efficient and projects are delivered to the highest quality.

Role Deliverables

Research

The research function can be related to specific assignments and/or business development

- Conduct a background study of the client, the role and come up with creative ideas and recommend places to look for ideal candidates.
- Prepare a comprehensive search strategy for each assignment (e.g. Head of Education for Save the Children) including an ethical approach for outreach and communication to potential candidates and sources.
- Support the business development unit with identifying, recording and contacting potential clients.
- Research and share general insights on sector knowledge that would be useful to the business.

Stakeholder Management

- Build strong relationships with both clients and candidates, actively communicate in a timely manner, keep them informed and manage their expectations.
- Develop a network of senior leaders and build your understanding of different sectors.
- Maintain good working relationships with other team members including consultants and Heads of Sectors.

Project Management

- Actively contribute to managing end to end projects. i.e. participating in briefing meetings, keeping detailed

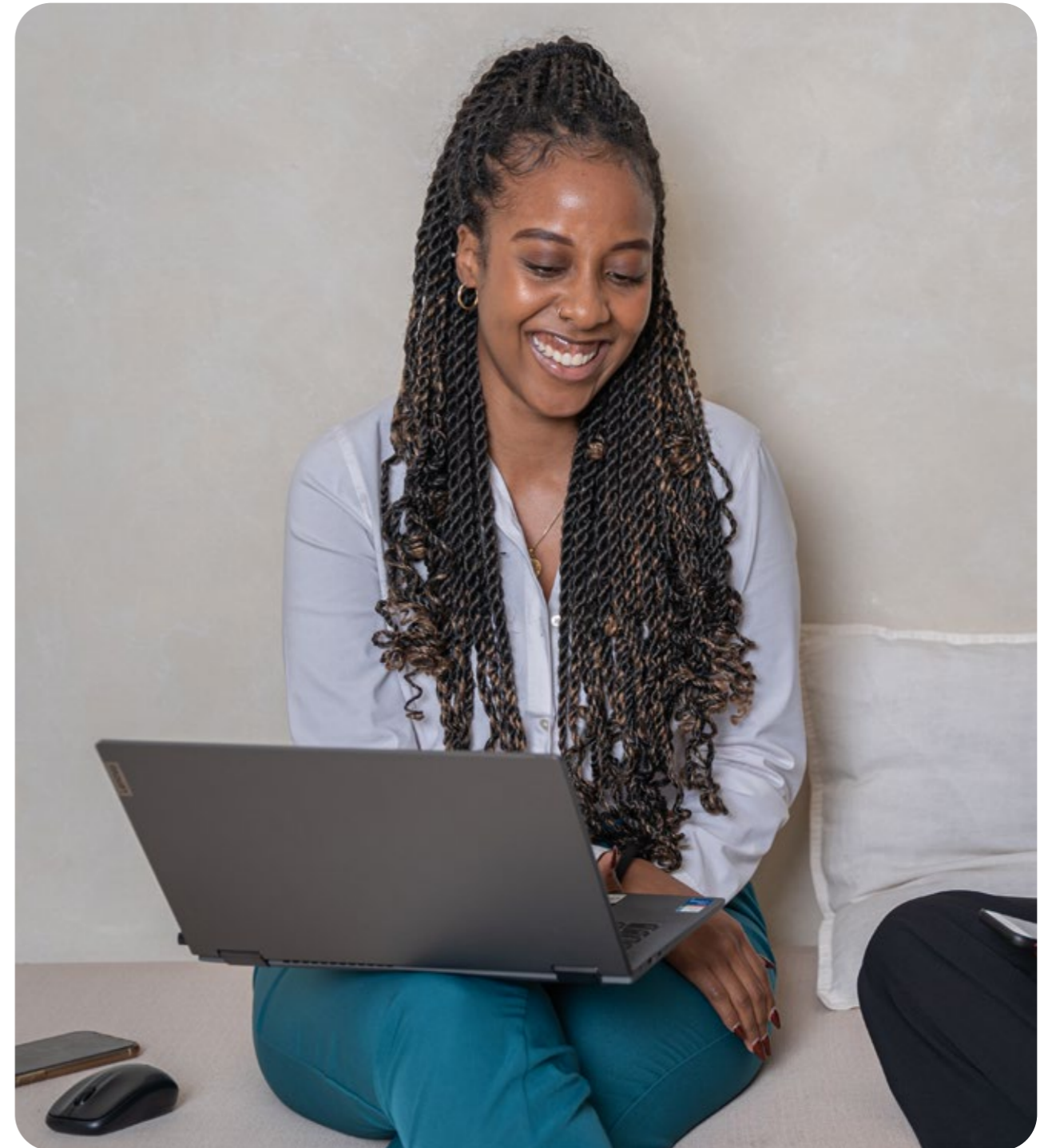
notes, ensuring the database is up to date and functioning with excellence, managing project timelines and developing written materials as required.

Office Management

- Attend team meetings and take turns in taking meeting minutes/chairing.
- Dealing with, and routing, general queries from clients, candidates and the general public.
- Receive, responses from stakeholders and forward emails to relevant members of the team.

Additional Responsibilities

- Participate in team meetings to report on progress, understand the needs and limitations of each client and role.
- Support the business development and communications teams by contributing to newsletters and writing articles on topics of relevance, as well as identifying external speakers for webinars and coordinating events.
- Induct and train new team members.
- New duties will be added as work streams and technologies change.





Person Specification and Qualifications

Essential

- At least three years research experience in international development, academia or executive search.
- Exemplary organisational and multi-tasking skills and the ability to work on tight deadlines.
- Technology skills: the ability to use computer-based technology, applications, and media tools to complete different tasks.
- Expertise in Microsoft applications including Word, Excel, Outlook, and Teams.
- Working knowledge of databases, data and communicating the salient points of complex information.
- Exceptional verbal, written, and presentation skills in English. Arabic, French and/or Portuguese desirable – please note additional languages clearly in your application.
- Good interpersonal skills capable of maintaining strong relationships.
- Good understanding of cultural diversity.
- Keen attention to detail.
- Demonstrable experience and confidence to liaise with senior colleagues.
- Ability to work effectively both independently and as part of a team.

Desirable

- Additional language skills i.e. Arabic, French and/or Portuguese.
- Experience working remotely.
- Experience working with diverse time zones.

Personal Style and Behaviour

- Ability to remain calm under pressure and respond to changing demands and priorities when required.
- Team player: ability to work effectively within and across teams, and ability to build strong relationships with remote teams.
- Collaborative and inclusive working style.
- Ability to reach collegiate decisions.
- Ability to foresee and mitigate problems, as well as a proactive approach to problem solving.
- Self-motivated and driven to succeed.
- Self-awareness and empathy.
- A positive, supportive attitude towards colleagues, candidates and clients.
- Commitment to Oxford HR's culture and core values.
- Honest and trustworthy.
- Eager to learn and contribute to a collective goal.
- Confident and not afraid to take the initiative.
- Flexible and ability to adapt to change.



Oxford HR Values

Oxford HR's values are aligned with those of the international development sector, and we are trusted to appoint leaders who are not only technically competent but who are also aligned in terms of organisation's culture and goals and committed to support the achievement of the UN Sustainable Development Goals (SDGs) and the priorities in the Agenda 2030 as well as the African Union Agenda 2063. More specifically we believe in:

Continuous improvement – we measure and evaluate what we do, get feedback and improve upon it. We use technology to support our work and ensure our team are constantly learning and developing their skills. We innovate wherever we can to secure our approach is the best possible for any project we undertake. We're open to criticism. We're naturally curious.

Collective and personal expertise – we believe no one person has a monopoly on the right answer and ensure we work collectively on our projects and challenges. We share knowledge and focus on disseminating ideas and

expertise across the whole organisation. We hire people who are steeped in the backgrounds they're delivering services in, who are professional and resourceful, and constantly eager to learn and committed to their own personal development.

Care – for our staff, our associates, our clients and candidates and for the sectors we work in. We work globally, across many cultures and constantly strive for a culturally sensitive response in all our projects. Our culture is non-hierarchical, and we regard staff and associates as equal parts of our Oxford HR family.

Cultural sensitivity - we recognise the under representation of certain minority groups in leadership roles and want to challenge that wherever we can. We relish having a diverse workforce.

Ethical and transparent – we uphold principles of ethical recruitment including openness and transparency in our dealings with candidates and clients.



How to Apply

To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-102024-OxfordHR or Pat-Jones-CoverLetter-102024-OxfordHR.

Timeline

Closing Date: 25th October 2024

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of Oxford HR's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at associate-researcher-africa@oxfordhr.com in the first instance.



Oxford

46 Woodstock Road
Oxford
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

Amsterdam

Korte Schimmelstraat 12
1053 SZ
Amsterdam

The Netherlands

+31 (0) 683 334 473

Nairobi

Workstyle Africa,
1 Park Avenue, 3rd Floor,
1st Parklands Avenue,
off Limuru Rd
Nairobi,
Kenya

+254 (0) 715 163 631

Singapore

6 Battery Road
#06-16
049909

Singapore

+65 (0) 9114 1439

Washington

1250 Connecticut Avenue NW
Suite 700
Washington, DC
20036

United States of America