



RESEARCH CENTER FOR INCLUSIVE
DEVELOPMENT IN AFRICA

Vacancy/ Career Opportunity

The Research Center for Inclusive Development in Africa (RIDA), a locally registered non-profit research organization, is seeking highly skilled professionals for project-based roles as Procurement Officer, Internal Auditor, ICT Assistant, and Communication Officer. Successful candidates will contribute to innovative, time-bound projects across various sectors, with engagement terms (part-time or full-time) aligned to project timelines.

1. Procurement Officer (Part-time/Full-time)

Key Requirements:

- Bachelor's degree in Supply Chain Management, Business Administration, or a related field. A Master's degree is an added advantage.
- Minimum of 3 years of progressive experience in procurement, preferably within NGOs, international organizations, or development agencies.
- In-depth knowledge of procurement regulations, tendering processes, and contract management.
- Strong analytical, negotiation, and problem-solving abilities.

Key Responsibilities:

- Develop and implement procurement strategies to ensure cost-efficiency and transparency.
- Manage the end-to-end procurement process, including supplier sourcing, bid evaluation, and contract award.
- Maintain and update vendor databases, ensuring compliance with organizational policies and donor requirements.
- Monitor inventory levels and coordinate with project teams to forecast procurement needs.

- Prepare monthly procurement reports and ensure timely delivery of goods and services.
- Conduct supplier performance evaluations and address procurement-related disputes.

2. Internal Auditor (Full-time/ part-time)

Key Requirements:

- Bachelor's degree in Accounting, Finance, or Auditing; a Master's degree
- Minimum of 5 years of auditing experience, with at least 2 years in a supervisory role.
- Strong knowledge of international auditing standards, risk management, and internal control frameworks.
- Experience working with NGOs, donor-funded projects, or public sector organizations.
- High ethical standards and attention to detail.

Key Responsibilities:

- Plan and execute risk-based audits to assess the effectiveness of financial and operational controls.
- Review financial statements, transactions, and compliance with donor and organizational policies.
- Identify gaps in internal controls and recommend corrective actions.
- Prepare comprehensive audit reports for management and stakeholders.
- Conduct follow-up audits to ensure implementation of recommendations.
- Provide training to staff on fraud prevention, compliance, and best practices.

3. ICT Assistant (Part-time/ Full-time)

Key Requirements:

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- Minimum of 2 years of hands-on experience in IT support, system administration, or network management with NGOs, donor-funded projects, or public sector organizations.
- Proficiency in Microsoft 365, Windows/Linux servers, and cybersecurity best practices.
- Experience with cloud services (e.g., Azure, AWS) and database management (e.g., SQL).

- Strong troubleshooting skills and ability to work under pressure.
- Certifications such as CompTIA A+, Microsoft Certified IT Professional (MCITP), or Cisco CCNA are desirable.

Key Responsibilities:

- Provide technical support to staff for hardware, software, and network-related issues.
- Install, configure, and maintain IT systems, including servers, workstations, and peripherals.
- Monitor system performance, troubleshoot outages, and implement solutions.
- Ensure data security through regular backups, antivirus updates, and access controls.
- Assist in the development and implementation of ICT policies and disaster recovery plans.
- Train staff on IT tools and cybersecurity awareness.

4. Communication Officer (Full-time/ part-time)

Key Requirements:

- Bachelor's or Master's degree in Communications, Public Relations, Journalism, or a related field.
- Minimum of 3 years of experience in communications, media, or public relations, preferably in the NGO or development sector.
- Exceptional writing, editing, and storytelling skills for diverse audiences.
- Proficiency in digital marketing, social media management, and content creation tools (e.g., Canva, Adobe Creative Suite).
- Experience in organizing events, press conferences, and stakeholder engagements.
- Knowledge of monitoring and evaluation (M&E) frameworks for communication campaigns is a plus.

Key Responsibilities:

- Develop and implement RIDA's communication strategy to enhance visibility and impact.
- Produce high-quality content for reports, newsletters, websites, and social media platforms.
- Manage RIDA's brand identity and ensure consistency across all communication channels.

- Coordinate media relations, including press releases, interviews, and media partnerships.
- Organize public outreach campaigns, workshops, and advocacy events.
- Monitor and evaluate the effectiveness of communication initiatives and adjust strategies as needed.

Application Process

Interested candidates must submit their CV and cover letter via <https://ridadev.org/opportunities> or email to executivedirector@ridadev.org specifying the position in the subject line. In-person applications are also accepted at RIDA's office on the 2nd floor of the FSS Trust Knowledge Enterprise Building, located Kebena in front of Indian School. The application deadline for all positions is July 14, 2025.

Note: Only shortlisted candidates will be contacted for interviews. RIDA is an equal-opportunity employer and encourages applications from women, minorities, and persons with disabilities.

Join RIDA to contribute to inclusive development through excellence in management, operations, and communication!