

<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	Field Researcher
<b>Department:</b>	Operations
<b>Contract Type:</b>	3 year Contract
<b>Job Purpose:</b>	On-the-ground support for the operational delivery of the Non-Commemoration Project Team in East Africa. Liaising with local authorities, local stakeholders, and members of the public in the search for abandoned graves. The role will also support the Operational Lead on the engagement of external stakeholders in the realisation of new commemoration projects across East Africa.
<b>Job Band:</b>	D
<b>Reports to:</b>	Regional Manager East Africa, with in-direct reporting to Operational Lead (Non-Commemorated Project) and Community Engagement Lead
<b>Direct Reports:</b>	N/A
<b>Other Key Contacts:</b>	<ul style="list-style-type: none"> <li>• Non-Commemoration Project Team</li> <li>• Director Africa &amp; Asia Pacific Area</li> <li>• Operations Manager Africa &amp; Asia Pacific Area</li> <li>• Senior Technical Supervisor East Africa</li> <li>• Operational Teams</li> <li>• CWGC Legal, Commemorations, Records</li> <li>• Maintain and develop contacts with local authorities, diplomatic missions, contractors, or individuals where this may be of use in facilitating the work of the Commission.</li> </ul>
<b>Financial Responsibilities:</b>	Operational budget, as delegated
<b>Location:</b>	Office based - primarily in Nairobi War Cemetery, Kenya
<b>Working hours:</b>	40 hours per week. 08:00 – 17:00 Monday to Friday There will be occasions where you will be required to work out of hours. Time off in lieu will be granted for overtime worked.
<b>Travel:</b> <i>(when travel restrictions are lifted)</i>	Regular travel within Kenya and East Africa to ensure projects are carried out. Valid passport and full driving licence required
<b>Right to work:</b>	Must have the right to work in the Kenya



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## COMMISSION BACKGROUND

The Commonwealth War Graves Commission honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural, and architectural heritage and ensure that the stories of those who died are told.

## KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

### General

- To act as in-country support on the operational delivery of the objectives of the Non-Commemorated Project Team in collaboration with the Operational Lead (Non-Commemorated Project).
- Undertake ground-searches for abandoned graves in East Africa, guided by research outcomes and applying pre-defined assessment criteria to make recommendations to the project team on the viability of commemorating casualties at their original burial location.
- Extensive engagement with local Municipal Departments, Heritage Authorities, Cemetery Authorities, local leaders, elders, interest groups and members of the wider public to support the making of the above recommendations.
- Administrative documenting of the abandoned graves project in East Africa, recording site visits, discussions, research, recommendations, and outcomes of each case.
- Engaging with local authorities and CWGC Legal Department in co-ordinating the reinstatement of War Graves where appropriate. Applying for permissions, paying of municipal fees, and liaising with CWGC operational teams who will follow-up to undertake the physical installation work.
- Working with the Operational Lead (Non-Commemorated and the Community Engagement lead, in the organisation, setup and facilitation of public/stakeholder engagement workshops with relevant interest groups and affected parties in support of key operational commemoration projects.
- Plan and execute international travel as required in order to carry out site inspections, stakeholder engagement in relation to projects.
- Supporting the Non-Commemorated Project Team in the delivery of research activities, external engagement activities and educational and outreach activities as required.

### Team Performance

- Regular team meetings to update Non-Commemorated Project Team.
- Active and ongoing collaboration with your counterpart 'Field Researcher'.
- Active and ongoing collaboration with your operational colleagues in the East Africa HUB Office.
- Support the delivery of marketing & communications, and education focus events and activities as required.

### Financial & Risk Management

- Manage delegated budgets, prepare estimates, and submit monthly/quarterly expenditure reports as required.
- Follow the commission procurement policy and regulations.
- Assess capabilities and portfolios of external service providers and ensure that they are reputable.



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### Job Functional Knowledge

- The ability to evaluate abandoned grave cases, using research packs provided supplemented with hands-on community engagement with local stakeholders to determine the viability of identifying original graves of casualties of the First and Second World Wars. Applying pre-defined criteria to make recommendations to the Non-Commemorated Project team on the viability of reinstating commemorations to identified graves. Providing an active public facing arm of the project team, in gaining an understanding of the views of interested and affected parties in our larger scale commemoration projects. Documenting and recording of these processes.

### Business Expertise

- A firm understanding of the REPORT OF THE SPECIAL COMMITTEE TO REVIEW HISTORICAL INEQUALITIES IN COMMEMORATION and its recommendations. Ability to develop knowledge on the commission procedures and ensure that all project activities are carried out to current safety, health and welfare regulations and commission policies.

### Leadership

- Provides direction and guidance to Project Team colleagues, operational colleagues, external stakeholders, and members of the public to deliver project outcomes. Has the confidence to challenge, question and follow-up leads to ensure that the Abandoned graves search is a thorough and robust process. Is keen to take on an active role in stakeholder workshops to allow participants to convey their views and ensure that everyone has their opportunity to speak.

### Problem Solving

- Ability to be flexible and adapt to local circumstances and situations. Extensive community/stakeholder engagement will require conflict-resolution skills. Work may often take place in remote settings, where independent decision making will be required.

### Nature of Impact

- Support the '*Operational Lead (Non-Commemorated) Project*' for the in-country operational delivery of the recommendations outlined in the REPORT OF THE SPECIAL COMMITTEE TO REVIEW HISTORICAL INEQUALITIES IN COMMEMORATION. The operational community Liaison team will be the public face for day-to-day on the ground activity in East Africa, leading on the search for 'Abandoned Graves', documenting and recording stakeholder engagement whilst supporting other workstreams such as research, communications and educational activities as required.

### Area of Impact

- East African teams and associated stakeholders including head office officials, and 3<sup>rd</sup> party stakeholders such as, Municipal Departments, Community Leaders, interest groups, war veterans, relatives, and members of the public. The East Africa HUB office covers CWGC sites in Kenya, Malawi, Mozambique, Tanzania, Uganda, Zambia & Zimbabwe, and it is likely that some form of case work will be required in most locations.

### Interpersonal Skills

- Effective verbal and written communications skills, specifically across differing groups of individuals (internal and external) and in a range of different mediums.
- Makes a positive impression and builds effective constructive relationships with fellow colleagues, members of the public, suppliers and works with a diverse range of people with a range of experience and skills.

**PERSON SPECIFICATION**

**Education and Knowledge**

**Essential**

- A BSc and/or MSc in Sociology, Anthropology, History, Social Work, or similar relevant subject area.
- High computer literacy including use of Microsoft Excel, Word, Outlook, and PowerPoint.

**Desirable**

- A proven track record in working with diverse community groups, community/stakeholder engagement, conflict resolution, research, and administration.

**Experience**

**Essential**

- Experience in ethnography, anthropology or history using qualitative data collection (e.g. conducting interviews, focus groups, collecting stories, or undertaking surveys) would be highly advantageous.
- Experience in working or collaborating with Kenyan governmental bodies.
- Excellent command of written and spoken English, in addition to a high level of literacy in their first language.
- The ability to make presentations and articulate complex information both upwards within an organisation, and to external stakeholders as required.

**Desirable**

- Experience of working in different cultures, with understanding of cultural and political sensitivities and operations in complex environments is highly desirable.
- Experience of travelling to remote locations including lone working.
- Experience (minimum 2 years) of working in a similar position.
- Any additional language skills which can be utilised across Kenya and East Africa could be beneficial.

**Skills and Abilities**

- Confident to make decisions in absence of Line Manager when working in remote locations.
- Strong inter-personal skills are essential for what is a public facing role.
- Ability to work with a high degree of motivation and autonomy, organising work to meet deadlines set by the 'Operational Lead (Non-Commemorated) Project' or others.
- Sensitive to the need to work flexibly, and at times, beyond conditioned working hours in the region.
- Use resources efficiently, effectively, and economically. Cognisant of the need for a 'value for money' approach.
- A committed team worker that recognises and celebrates the contributions made by others.
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT.
- Health and Safety responsibility for self and others.

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*Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the Commission.*

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**Signatures**

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: