

Director of Research, Knowledge & Archives

Monrovia· Liberia

POSITION OVERVIEW

The **Ellen Johnson Sirleaf Presidential Center for Women and Development (EJS Center)** is a nonprofit organization dedicated to advancing women's leadership across Africa.

The Director of Research, Knowledge & Archives is a senior-level position responsible for leading the Center's research, knowledge production, archives, oral history, and exhibition research and curatorial work. The Director will lead implementation of the Center's **Fostering Knowledge and Preserving Voices** strategic priority and support the Center's goal of strengthening its position as a Pan-African knowledge institution focused on African women's public leadership.

The Director will oversee the development of the Center's research and policy products and Data Hub; expansion of the Oral History and Archives Program; preservation, digitization, and public access to archival collections; and development of permanent, temporary, traveling, and digital exhibitions.

Reports to: Chief Operating Officer

Position Status: Full-time

Position Location: Liberia

RESPONSIBILITIES

The Director of Research, Knowledge & Archives will carry out the following specific tasks and responsibilities:

Strategic Leadership

- Lead implementation of the Center's Fostering Knowledge and Preserving Voices strategic priority.
- Develop and oversee annual plans, priorities, budgets, and performance targets for the Research, Knowledge & Archives department.
- Provide strategic oversight of the Center's research, archives, oral history, and exhibition initiatives.

- Lead and manage the Research, Knowledge & Archives department and oversee relevant staff, consultants, and technical specialists.
- Track progress against relevant strategic plan targets and report regularly to Executive Leadership on departmental progress, results, challenges, and priorities.

Research and Knowledge

- Lead the development and implementation of the Center's research and knowledge agenda in alignment with its strategic priorities.
- Lead the research and production of the Center's flagship State of Women's Leadership in Africa report and related research and policy products.
- Oversee the development and publication of policy briefs addressing timely policy questions related to women's leadership and the Center's strategic priorities.
- Establish editorial standards and peer or expert review processes to ensure the Center's research is rigorous, credible, and accessible to academic and policy audiences.
- Lead the expansion of the EJS Center Data Hub to strengthen the availability of data on women's representation and leadership across Africa.
- Ensure that the Center's research draws appropriately on its archives, oral histories, programmatic evidence, and other institutional data.
- Establish systems for disseminating the Center's research to relevant academic, policy, government, multilateral, donor, and media audiences and tracking citations and uptake.

Archives and Oral History

- Provide strategic oversight of the Center's archives and Oral History Program.
- Oversee the preservation, digitization, management, and accessibility of the Founder's personal papers, presidential and government papers, oral histories, and related archival collections.
- Oversee completion of the current phase of the Ellen Johnson Sirleaf Oral History Program and its expansion to document women who have held senior public leadership positions across Africa.
- Establish and maintain appropriate standards and processes for oral-history documentation, transcription, preservation, and publication.

- Support the development of a publicly accessible, searchable digital archival portal.

Presidential Library and Archival Systems

- Support the development and implementation of an integrated archival system for the Presidential Library at the African Women's House.
- Oversee the development of appropriate cataloguing systems, access protocols, preservation standards, and digital infrastructure for the Center's archival collections.
- Support the development and implementation of a gender-responsive public-access policy that facilitates use of the Center's collections by African researchers, students, oral historians, and community advocates.
- Work with relevant partners and technical specialists on the design and operationalization of the Library and Reading Room.

Exhibitions

- Provide strategic and curatorial leadership for the Center's permanent, temporary, traveling, and digital exhibitions.
- Lead research and content development for the permanent exhibition within the African Women's House.
- Coordinate with exhibition designers, curators, historians, artists, and other partners on the development and installation of exhibitions.
- Collaborate with the Public Engagement function on educational programming, visitor engagement, and public access related to the Center's exhibitions and archival materials.

Partnerships and Collaboration

- Develop and maintain partnerships with universities, research institutions, archives, and other organizations that support the Center's research, archival, and knowledge objectives.
- Coordinate relevant academic and research partnerships, including relationships with Liberian, African, and international institutions.
- Identify opportunities for collaborative research, archival initiatives, and knowledge partnerships that advance the Center's strategic priorities.

QUALIFICATIONS AND EXPERIENCE

- Advanced degree in History, African Studies, Political Science, Public Policy, Gender or Women's Studies, Archival Studies, Library and Information Science, or a related field. Ph.D. preferred.
- At least seven (7) years of progressively responsible experience in research, archives, policy, knowledge management, or a related field, including experience leading complex projects or teams.
- Demonstrated experience developing and producing high-quality research, policy reports, publications, or other knowledge products.
- Strong knowledge of African women's leadership, governance, gender equality, or related policy and research issues.
- Experience working with archival collections, digitization, oral history, or archival systems.
- Experience managing partnerships with universities, research institutions, archives, or other relevant organizations.
- Demonstrated ability to manage multidisciplinary projects involving researchers, technical specialists, consultants, and institutional partners.
- Strong research, analytical, writing, and editing skills.
- Passionate about the EJS Center's mission and committed to strengthening the evidence base and historical record of African women's public leadership.

HOW TO APPLY

The Director of Research, Knowledge & Archives position is **Open Until Filled**.

Applications should be submitted through the Ellen Johnson Sirleaf Presidential Center job board <https://ejscenter.bamboohr.com/careers/48>.

Interested applicants are required to submit:

- (1) a cover letter highlighting why you should be considered
- (2) a copy of your CV detailing your professional and educational experience