

## VACANCY - Research and Administrative Officer x2

---

**Employment Type:** Full-time, Mondays - Fridays, 9am - 5pm.

**Salary:** ₦70,000 per month (based on experience and qualifications).

**Location:** ISDS Centre, Bukuru Expressway, Jos, Plateau State, Nigeria.

---

### About ISDS

The International School of Disability Studies (ISDS) is an interdisciplinary academic and research centre dedicated to advancing intellectual disability knowledge, practice, and advocacy. Through research, training and policy engagement, ISDS works to develop inclusive approaches that centre the voices and experiences of disabled people. Learn more at <https://idscentre.com>.

### Role Overview

We are recruiting two Research and Administrative Officers to support our expanding work in Nigeria. These roles combine academic research and writing responsibilities with the daily management of the new ISDS Centre and Library and its associated services in Jos, Plateau State. The main responsibilities are:

#### Research and Academic Development

- Support the design and implementation of research projects.
- Assist in preparing and submitting research ethics applications.
- Draft and edit research proposals, reports, and publications.
- Identify grant opportunities and develop funding applications.
- Support knowledge dissemination and impact generating activities, including events, presentations, and collaborations.

#### Library and Administrative Duties

- Manage the day-to-day operations of the ISDS Centre and Library in Jos.
- Oversee membership registration, records keeping, and service delivery.
- Provide and supervise printing and photocopying services.
- Respond to email and telephone enquiries.
- Maintain a well-organised, accessible, and inclusive library environment.

This list is not exhaustive, and responsibilities may be reasonably adjusted or expanded in line with the evolving needs of the role through discussion and agreement.

## **Candidate Requirements**

We are looking for candidates who meet the following criteria:

- Have a career interest in the field of disabilities in line with ISDS mission, and enthusiasm for the opportunity to shape a community connected space for inclusive research and learning.
- Have a relevant Bachelors or Masters degree in the social sciences, disability studies, education, special education or a related field.
- Have some experience in research or academic writing, including writing and editing materials such as reports, research proposals, policy briefs, journal articles, blogs, and other content for traditional and social media.
- Have excellent computer literacy skills, very good typing speed and experience using Microsoft Office (Word, PowerPoint and Excel). Some knowledge of research data collection and analysis tools (e.g. SPSS; NVivo, etc) and design/content tools (e.g. Canva) would be desirable.
- Have excellent communication skills (written and verbal) and confidence working across academic and non-academic spaces, with the ability to present complex information in clear and compelling ways to a variety of audiences, including community and policy stakeholders.
- Have excellent organisational and time management skills, and the ability to prioritise tasks, meet deadlines, and work both independently and collaboratively in the management of our Centre and Library in Jos.
- Have excellent administrative skills to carry out day-to-day tasks such as responding to emails and phone calls, managing our collection of books and journals, welcoming visitors, managing library memberships, and providing printing/photocopying services.

## **Apply Online**

To submit an application, please go to <https://idscentre.com/vacancies>.

A CV, personal statement, sample of written work and reference will be required to complete an online application. For enquiries, please email [info@idscentre.com](mailto:info@idscentre.com)

Application deadline is **17<sup>th</sup> July 2025**, and interviews will be conducted thereafter.