

SITUATIONS VACANT

AN ANALYSIS OF JOBS ADVERTISED
IN DÓCHAS WEDNESDAY NEWS
2007 - 2011



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FOREWORD

Public support for global development remains remarkably strong. Opinion polls and private donations continue to show that it is no exaggeration to state that people in Ireland are deeply committed to the principles of global solidarity.

One of the manifestations of this commitment is the proud and long-standing tradition of the Irish aid worker. Over the decades, thousands of Irish people have travelled abroad, first as missionaries and later as aid workers or volunteers. And to this day, third level colleges across Ireland continue to produce large numbers of graduates looking to join the Development sector.

But is the sector big enough to absorb all these would-be aid workers? Is the university training graduates are receiving appropriate for the human resources needs for the sector? Is the profile of 'the aid worker' changing?

With these questions in mind, Dóchas commissioned a piece of research – undertaken by Denise Freir – to analyse the type of jobs being advertised by Irish NGOs.

Irish international non-governmental development organisations employ over 4,000 staff and 400 volunteers. By analysing the recruitment trends in the sector and examining the numbers and types of jobs advertised in the weekly 'Wednesday News' e-newsletter we were hoping to bring greater clarity to the current state of the sector, and help inform both HR practitioners in the sector and the hundreds of people looking to work or volunteer "in Development".

We focused our research on Wednesday News, the leading newsletter and advertising space for the Development sector in Ireland.

In the course of the research, 255 issues of the Dóchas Wednesday News were analysed in order to identify the main trends in the types and numbers of jobs being advertised by the international development sector in Ireland over a 5 year period.

We know that there are clear limits to the study and that the methodology isn't perfect. But we believe that the analysis provides a useful snapshot of what is going on in the sector in terms of recruitment, what job categories are most in demand and what the main changes are over the five year period. When looked at in conjunction with the Dóchas Members Survey 2012 this research helps paint a more complete picture of the state of our sector, and of its future.

We would like to thank Denise Freir for her hard work, attention to detail and for the distillation of a huge amount of data into an accessible document. And we hope you will find this report of interest.

Hans Zomer
Director

...to this day, third level colleges across Ireland continue to produce large numbers of graduates looking to join the Development sector.

EXECUTIVE SUMMARY

Irish international non-governmental development organisations employ over 4,000 staff and over 400 volunteers and they have a combined annual income of over €328 million (Dóchas Members' Survey 2012). This makes the Development NGOs a sizeable sector with direct relevance to the Irish economy, and deserving of a closer analysis of the type of people they recruit. In addition, each year hundreds of students complete courses in fields with direct relevance to Development with legitimate expectations and hoping to start a career in "Global Development." An analysis of the type of jobs available in the Development sector will therefore have relevance for this audience, too.

In 2012, Dóchas commissioned a piece of work to analyse the recruitment trends in the sector, by examining the numbers and types of jobs advertised in the weekly 'Wednesday News' e-newsletter.

Dóchas Wednesday News has a circulation of over 3,400 (as of June 2013) and is recognised as being the main source of information for events, trainings and meetings related to the International Development NGO sector (INGO) as well as the not-for-profit sector more broadly. Wednesday News contains a comprehensive job listing section which includes paid, voluntary and internship positions available in Dóchas member organisations and beyond. A detailed review was undertaken of 255 issues of Wednesday News over the five year period 2007-2011. **The purpose of this study was to gain an understanding of the future requirements of the Irish International Development NGO sector, as well as to map the trends in human resource needs.**

MAIN FINDINGS

- **The study finds that the total number of jobs advertised by NGOs increased year on year over the five year period.** The totals include unpaid positions which relate to volunteer and intern vacancies. **The highest demand for jobs over the five years has been in the programmes area – 595 positions advertised.**
- **There has been a consistently high demand for positions overseas.** There has been an increase in the number of advertisements in **jobs outside of Africa** in the healthcare, engineering and operation sectors in more recent years.
- Similarly, there has been a shift in recent years for jobs in finance, from primarily positions advertising vacancies in Dublin, to an increase in requirements for

positions overseas. However, managerial positions in finance have tended to remain in Ireland. **There is an overall increase in finance related job advertisements from 16 in 2007 (5.25%) to 68 in 2011 (8.58%).**

- Vacancies in policy and advocacy, administration, development education, management, consultancy, tenders and research have seen a decline year on year. For example the **percentage in development education posts being advertised fell from 5.57% in 2007 to 1.33% in 2011.**
- Jobs in the legal, IT and HR categories have remained consistently low over the five years.
- Marketing/fundraising/communications positions have seen a decrease in percentage terms (from 19.02% to 8.43%) but overall remains reasonably high with 76 positions advertised in 2011.
- **Vacancies for interns have mostly been for positions in Ireland and the number of advertisements has remained consistently high over the five years at approximately 10%** –an increase from 33 internship job ads in 2006 to 91 in 2011.
- **One of the most dramatic changes over the five years is in the number of vacancies advertised for voluntary (unpaid) positions.** Vacancies for volunteers (primarily for positions in Africa), have grown from 17 jobs advertised in 2006, to 212 jobs in 2011, a huge increase from 5.57% to 23.5% over the five years.¹

¹ It is important to note that the number of advertisements for interns and volunteers may be underestimated given that not all advertisements specified the exact number of vacancies available

1. PURPOSE OF RESEARCH

As an input to its discussions about the future of the Irish International Development NGO sector, and as a proxy for mapping trends in the human resources needs of the sector, Dóchas commissioned research into the content of jobs and volunteer positions advertised in 'Wednesday News' newsletter over a five year period.

2. RESEARCH APPROACH

A detailed review was undertaken of 255 issues of the Dóchas ‘Wednesday News’ from 2007 to 2011. The issues were arranged in chronological order by placement date with the most recent issues at the top of the list. A preliminary analysis of advertisements was gathered (i) to develop an initial set of job categories, ii) to eliminate duplicate advertisements. A total of 16 job specific categories were identified. See Appendix 3 for details of the Categories and jobs included under each category.

All job advertisements were read in depth (i.e. with the exception of duplicate advertisements already published in a previous edition(s) of “Wednesday News”). Advertisements were analysed on the basis of their title and content where available.

Job specific categories were further refined into four categories to determine if the position was based in Ireland, i.e. Dublin or outside Dublin or if it was based overseas, i.e. Africa or outside Africa. This information was coded and recorded manually. The data formed the basis of a template which was used to record the frequency with which job specific categories were listed. This information was then analysed using Stata to determine demand for specific jobs in the Irish International NGO sector, as well as to identify shifts in patterns of demand over time.

3. ASSUMPTIONS AND LIMITATIONS

'Wednesday News' is primarily for the Irish International NGO sector. Although it is a Dóchas publication the readership and jobs advertised go beyond Dóchas members and include the domestic NGO sector and Non Dóchas members. The circulation of **'Wednesday News'** has increased since 2006 and there are currently over 3,400 recipients (as of June 2013).

A fundamental assumption of this research is that the content of job vacancies as advertised in 'Wednesday News' are a valid representation of trends in the human resource needs of the Irish International NGO sector. It should be acknowledged that this study is limited to an analysis of job titles and where available brief job descriptions. Given that links to many of the advertised vacancies have expired, it was not possible to view full job descriptions in a large number of cases.

As a result many jobs have been coded on the basis of job title alone. Based on the available data it is likely that the coding of job categories in some cases will be more accurate than in others. In addition, for the most part duplicate advertisements were eliminated. However, the deletion of duplications cannot be guaranteed in every case, given that the number of jobs scanned was quite large, as well as the fact that some advertisements may have been given extended deadlines and advertised in later issues of the newsletter.

In some cases advertisements for volunteer and intern positions did not specify the number of positions available, nor did they provide information on where a position was based. In these cases only one job was allocated to each category. For example, if the advertisement was for volunteers overseas, it was coded with one volunteer in Africa and one volunteer outside of Africa. In addition, the overall total number of vacancies as can be seen in Figure 4 and Table 1.2 include the total numbers of unpaid jobs which relate to vacancies for interns and volunteers.

Locations for work relating to consultancy, tenders and research in some instances were not available. Given the nature of this type of work it is possible that a number of these positions may not be location specific. Where no location was provided the advertisement was coded on the basis of where the organisation advertising the position was based.

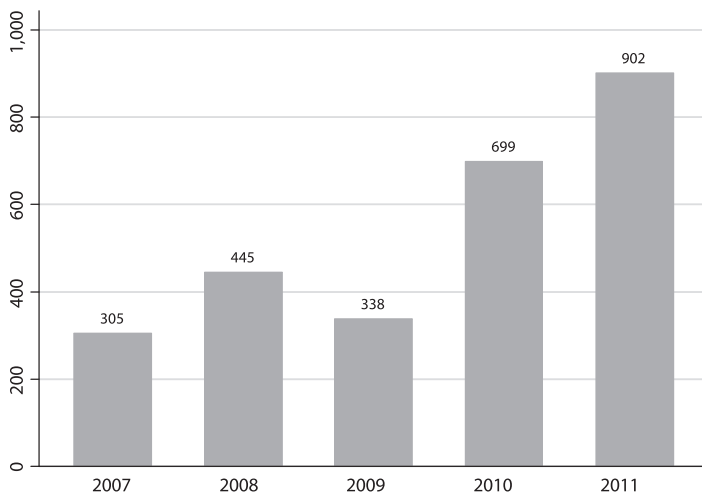
Advertisements for positions in management have been coded depending on whether the vacancy has a generic management title or if the title can easily be defined within a specific area of management. For example, a position of Chief Executive is coded under the management category whereas a Marketing Manager is coded under management jobs within the marketing Category.

Vacancies in healthcare, engineering and operations can be categorised under the programmes sector, for the purpose of this study they have been categorised separately because of the increasing number of advertisements in these areas year on year.

4. RESULTS

The results in Figure 4 show an increase year on year in the total number of jobs advertised over the five year period. The minimum number of jobs advertised was in 2007 with 306 vacancies (11% of the total number of positions over the five years) and the maximum number of jobs advertised was in 2011 with 902 vacancies (33% of the total number of positions over the five years). The exception occurs between 2008 and 2009 where the jobs advertised decreased from 445 to 340. In 2010 the number of jobs advertised was over double the number from the previous year with a further increase in 2011 of over 200 jobs. The average number of jobs advertised between 2007 and 2011 was 538.6.

FIGURE 4:
TOTAL JOB ADVERTISEMENTS BY YEAR



Note: The total number of jobs advertised includes volunteer and intern unpaid positions.

The findings in Tables 1.1 detail the total number of jobs by year and job category. Table 1.2 shows this detail by percentage of the overall total of the jobs advertised by year and job category.

TABLE 1.1: TOTAL JOB ADVERTISEMENTS % BY JOB CATEGORY AND YEAR

Job Category	2007	2008	2009	2010	2011
Management	3.28	3.82	2.66	1.86	1.55
Marketing	19.02	15.73	11.24	8.87	8.43
Policy & Advocacy	4.92	3.82	3.55	2.86	2.77
Programmes	21.97	16.40	21.01	26.47	22.06
Operations	2.95	2.92	7.40	3.72	5.32
Human Resources	2.62	3.37	1.18	1.43	3.10
Administration	6.56	5.17	2.66	2.72	1.88
Legal	0.33	0.22	0.30	0.14	0.11
Engineering	0.66	0.90	1.78	4.58	4.21
Finance	5.25	4.27	5.92	8.58	7.54
IT	0.33	0.90	1.18	1.29	1.00
Health Care	0.66	1.80	5.33	6.58	4.21
Development Education	5.57	5.39	1.18	1.14	1.33
Intern	10.82	5.62	13.61	10.16	10.09
Consultancy/Tenders/Research	9.51	3.60	3.85	3.86	2.88
Volunteers	5.57	26.07	17.16	15.74	23.50

TABLE 1.2: TOTAL JOB ADVERTISEMENTS BY JOB CATEGORY AND YEAR

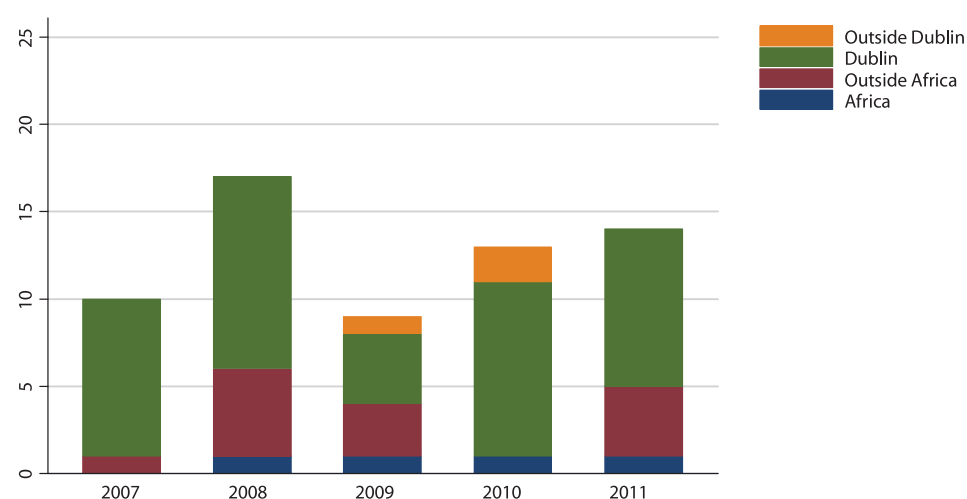
Job Category	2007	2008	2009	2010	2011	Grand Total
Management	10	17	9	13	14	63
Marketing	58	70	38	62	76	304
Policy & Advocacy	15	17	12	20	25	89
Programmes	67	73	71	185	199	595
Operations	9	13	25	26	48	121
Human Resources	8	15	4	10	28	65
Administration	20	23	9	19	17	88
Legal	1	1	1	1	1	5
Engineering	2	4	6	32	38	82
Finance	16	19	20	60	68	183
IT	1	4	4	9	9	27
Health Care	2	8	18	46	38	112
Development Education	17	24	4	8	12	65
Intern	33	25	46	71	91	266
Consultancy/Tenders/Research	29	16	13	27	26	111
Volunteers	17	116	58	110	212	513
Overall Total by Year	305	445	338	699	902	2689

4.1 MANAGEMENT

The results show that advertisements for positions in the management category have remained steady year on year with an average of 12.6 advertisements over the five years. This is a low average if compared across the mean value of other categories (Appendix 1). This finding may be partly explained by the method in which management positions have been coded (see assumptions and limitations section).

The results in Table 1.1 show a decrease with regard to the percentage of jobs advertised relative to the total number of advertisements from 2007 to 2011. This is with the exception of 2008 where there was a slight increase from 3.28% in 2007 to 3.82% in 2008. Figure 4.1 shows that a majority of the vacancies for management positions were Dublin based.

FIGURE 4.1
MANAGEMENT - ADVERTISEMENTS BY YEAR



4.2 MARKETING

The demand for marketing jobs within the sector is high, with a total of 304 jobs advertised between 2007 and 2011. The average number of positions advertised was 60.8 (Appendix 1). Table 1.1 shows that a decrease with regard to the percentage of jobs advertised relative to the total number of advertisements each year from 19.02% in 2007 to 8.43% in 2011. Management positions (in the marketing category) in 2009 and 2011 account for almost half the figure of non-management marketing positions advertised. In 2008 management vacancies (26 in total) exceeded the half way total of non-management positions (44 in total) (Appendix 2).

Predominately vacancies were for positions located in Dublin for both management and non-management positions over the five years, with vacancies outside of the Dublin area as the second highest category (Figures 4.2a and 4.2b).

FIGURE 4.2A
MARKETING - ADVERTISEMENTS BY YEAR (NON- MANAGEMENT)

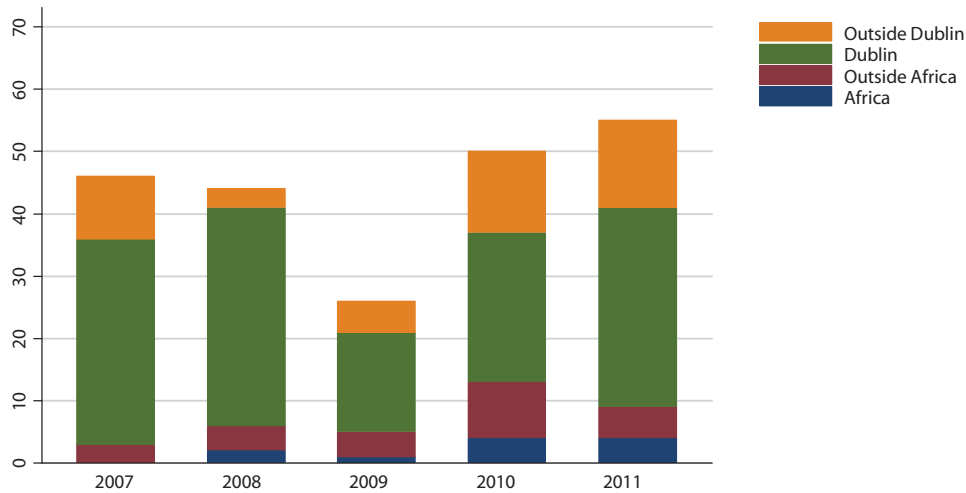
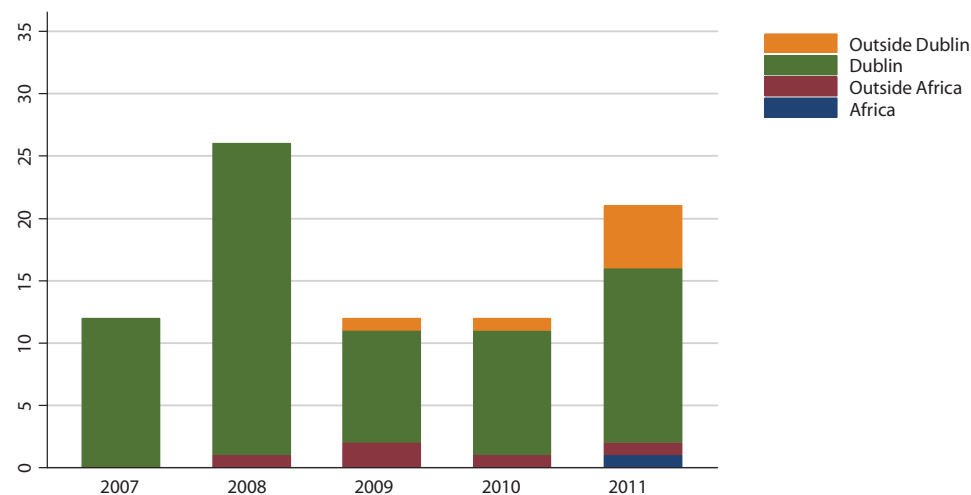


FIGURE 4.2B
MARKETING - ADVERTISEMENTS BY YEAR (MANAGEMENT)



4.3 POLICY & ADVOCACY

The average number of jobs advertised in the five year period for policy and advocacy positions is 17.8 (Appendix 1). There was a decrease in the percentage of jobs advertised relative to the total number of advertisements each year from a high of 4.92% in 2007 to 2.77% in 2011 (Table 1.1).

As indicated in Figure 4.3a the highest number of vacancies advertised was for jobs in the Dublin region with vacancies outside of Africa as the second highest category. In 2010, the number of jobs based outside of Africa exceeded the number of vacancies advertised for locations in Dublin by 8 positions to 4.

Figure 4.3b shows that the number of positions in management was low over the five years. The highest number recorded was for 5 positions in 2011 to 20 non-management positions in the same year. Four of these appointments were for jobs located in Dublin, with one based outside of the Dublin area. There was one management position advertised per year for the first three years of the study i.e. 2007 to 2009 and all three were based in Dublin. Two positions were advertised in 2010 and both were for jobs outside of Africa.

FIGURE 4.3A
POLICY & ADVOCACY - ADVERTISEMENTS BY YEAR (NON- MANAGEMENT)

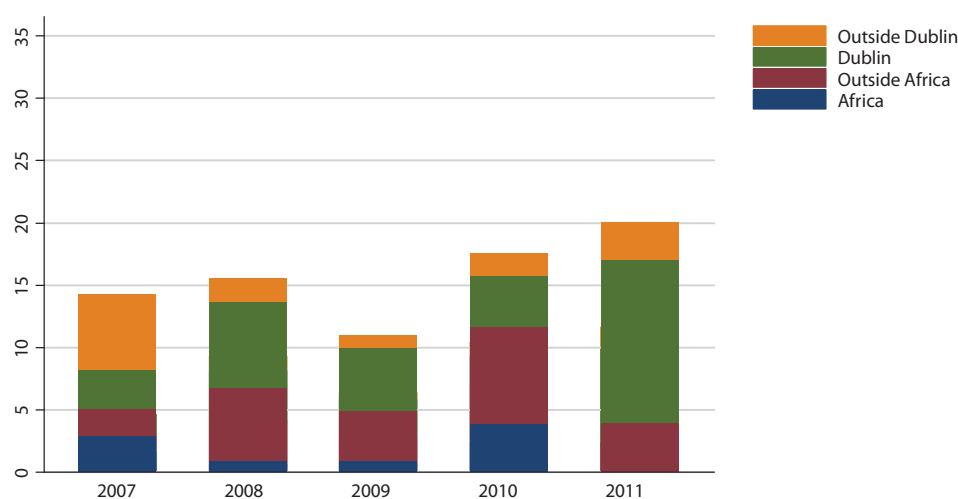
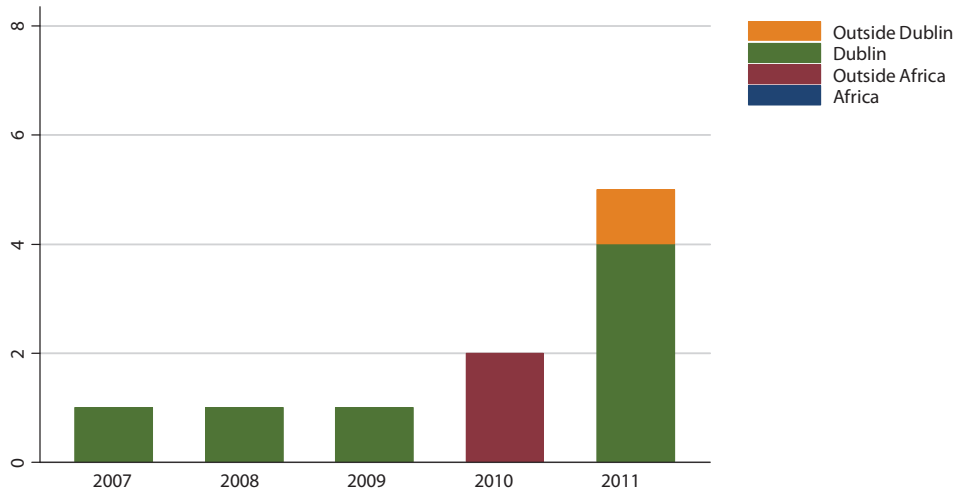


FIGURE 4.3B
POLICY & ADVOCACY - ADVERTISEMENTS BY YEAR (MANAGEMENT)



4.4 PROGRAMME

The greatest demand for jobs has been in the programme category with an average of 119 jobs advertised between 2007 and 2011 (Appendix 1). The highest number of jobs recorded was in 2011. **The total number of advertisements that year was 199, representing 22.06% of the total jobs in 2011.** However, 2010 had the highest percentage of jobs advertised of any other year relative to the total number of vacancies advertised at 26.47% (Table 1.1).

The results in Figure 4.4a show that in general non-management vacancies in Africa and those outside of Africa had the highest demand year on year, with fewer requirements for programme positions in Ireland.

The number of managerial vacancies has been increasing year on year. The results for 2011 show an almost even split between management (94 advertisements) and non-managerial positions (105 advertisements) (Appendix 2). The findings in Figure 4.4b also reveal that the demand for managerial jobs both in Africa and outside of Africa have risen each year. In 2007 there were 4 jobs advertised for positions in Africa, this figure rose to 54 in 2011. Similarly, the demand for management positions outside of Africa has increased from 1 advertisement in 2007 to 32 in 2011.

FIGURE 4.4A
PROGRAMME - ADVERTISEMENTS BY YEAR (NON- MANAGEMENT)

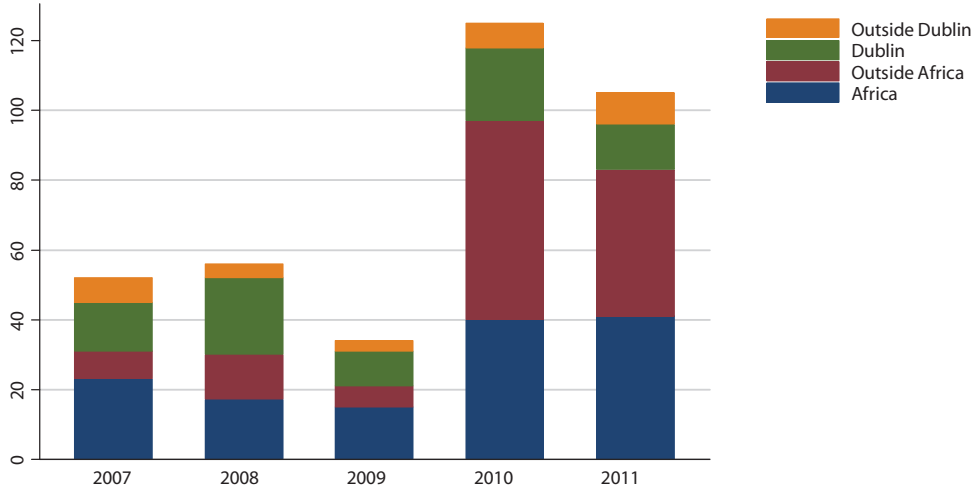
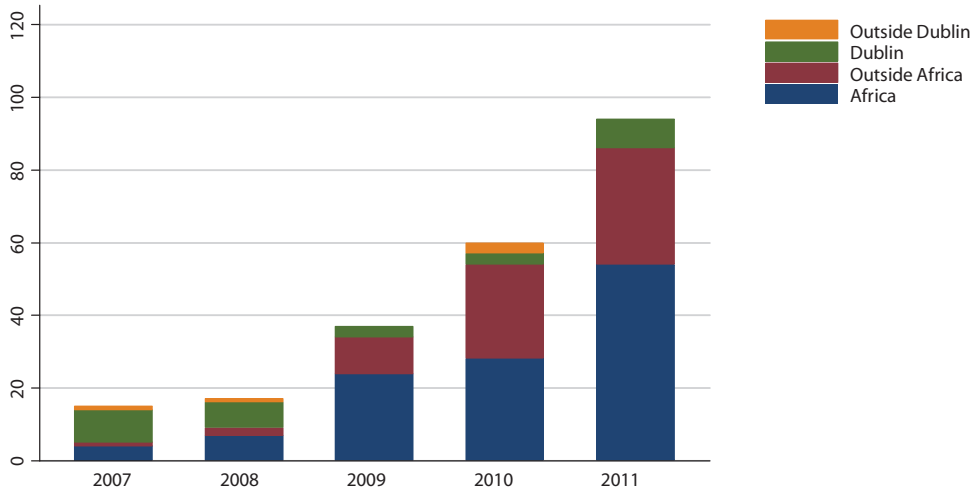


FIGURE 4.4B
PROGRAMME - ADVERTISEMENTS BY YEAR (MANAGEMENT)



4.5 OPERATIONS

There has been an increase in the number of vacancies in the area of operations year on year from 2007 to 2011. However, the percentage of jobs advertised relative to total number of vacancies has been mixed with 2009 showing the highest percentage of jobs advertised at 7.40%, this is followed closely by those jobs advertised in 2011 which stands at 5.32%.

The results in 4.5a show that the demand for non-managerial operations positions in Ireland in 2010 and 2011 was less than the requirements for vacancies overseas. Positions based outside of Africa had the greatest demand in both years. In 2008 and 2009 there was a higher demand for applicants in the Dublin region. The findings suggest that demand is increasing for management level positions in the area of operations. In 2007 there was a requirement for 1 management position compared with 8 non-management positions in the same year. In 2011 there were 18 management vacancies advertised and 30 non-management positions advertised (Appendix 2).

FIGURE 4.5A
OPERATIONS - ADVERTISEMENTS BY YEAR (NON-MANAGEMENT)

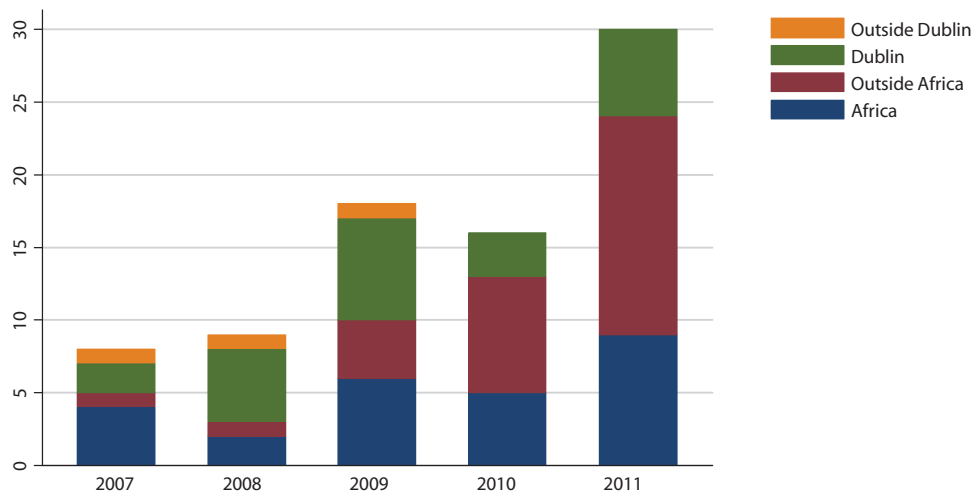
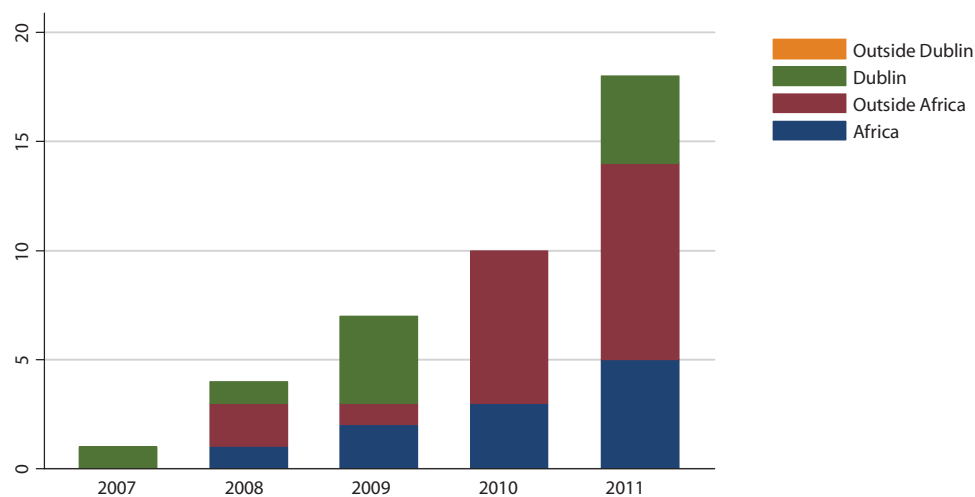


FIGURE 4.5B
OPERATIONS - ADVERTISEMENTS BY YEAR (MANAGEMENT)



4.6 HUMAN RESOURCES (HR)

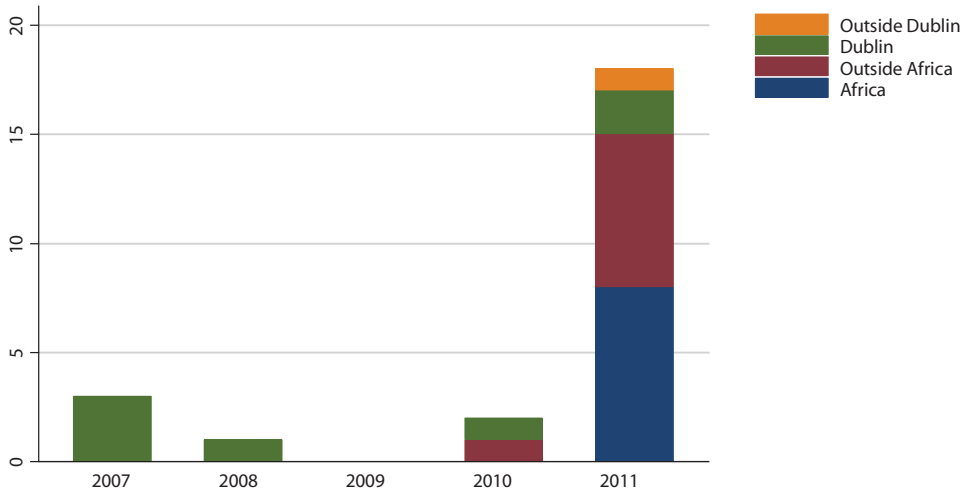
The demand for jobs in the HR category is low, with an average of only 13 positions advertised between 2007 and 2011 (Appendix 1). The findings indicate that 2008 and 2011 had the greatest number of advertisements at 3.37% and 3.10% respectively. The majority of non-managerial HR vacancies over the five years have been based in Dublin (Figure 4.6a).

The highest demand for HR managerial positions was in 2011, in all other years it was very small as can be seen in Figure 4.6b. The number of vacancies in the area of HR management exceeded those of non-managerial positions in the same year. Most of these positions were located in Africa and in countries outside of Africa.

FIGURE 4.6A
HR - ADVERTISEMENTS BY YEAR (NON-MANAGEMENT)



FIGURE 4.6B
HR - ADVERTISEMENTS BY YEAR (MANAGEMENT)



4.7 ADMINISTRATION

Vacancies advertised in the administrative category peaked in 2007 and 2008 but have decreased over the years, from a high of 6.56% in 2007 to a low of 1.88% in 2011 (Table 1.1). Only one job was advertised as a managerial position in the administrative category (Figure 4.7b), the advertisement appeared in issue 8 of the 2010 edition of 'Wednesday News'. Figure 4.7a shows that the demand for administrative positions was primarily Dublin based.

FIGURE 4.7A
ADMINISTRATION - ADVERTISEMENTS BY YEAR (NON-MANAGEMENT)

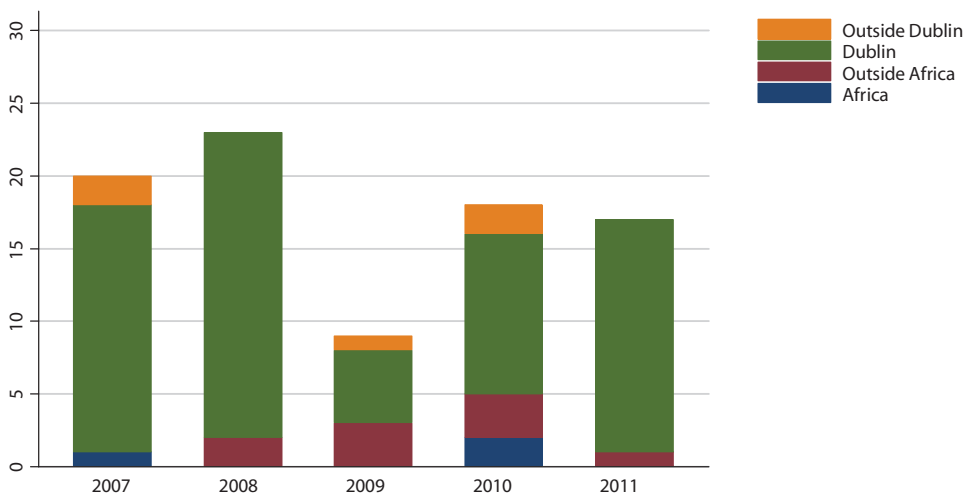
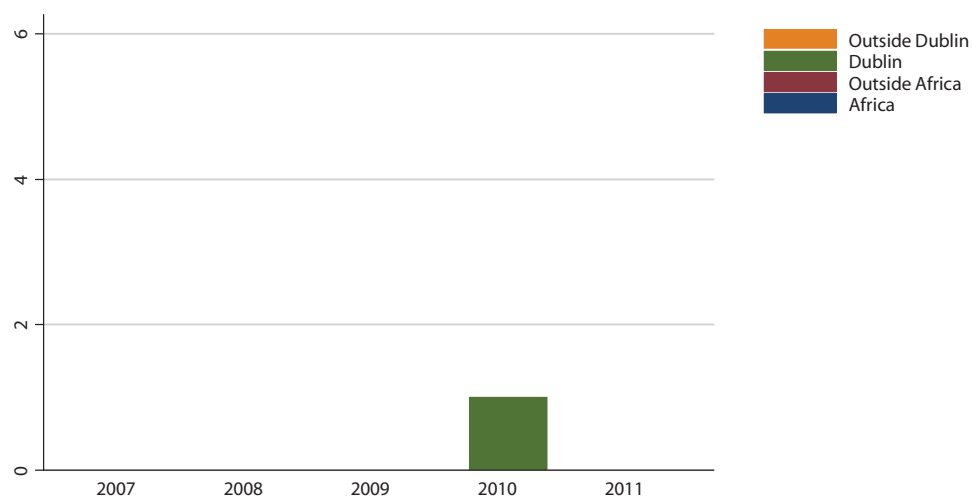


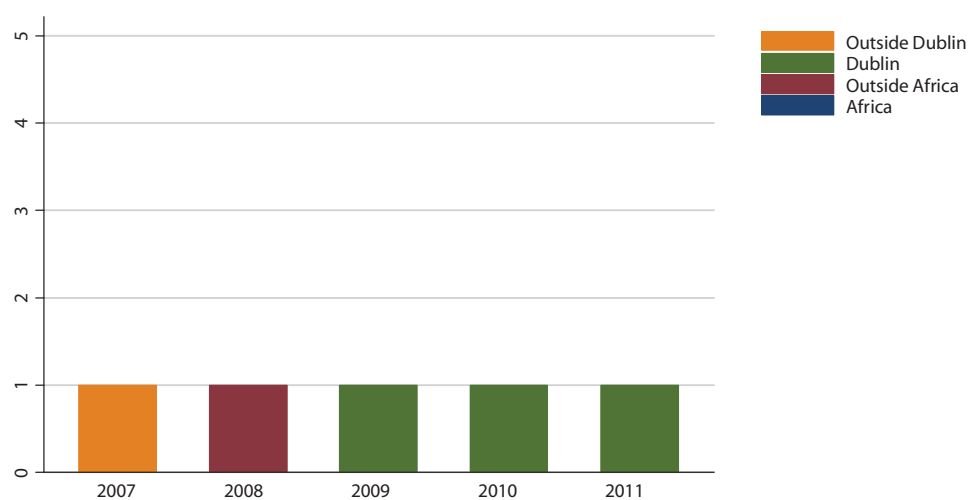
FIGURE 4.7B
ADMINISTRATION - ADVERTISEMENTS BY YEAR (MANAGEMENT)



4.8 LEGAL

The lowest demand for jobs has been in the legal sector with a total of 5 job advertisements between 2007 and 2011, one job advertisement per year. Four of five jobs were for positions in Ireland i.e. 3 in Dublin and 1 outside Dublin (Figure 4.8a). Only one job was for a vacancy outside Africa which was in 2007. There were no vacancies for positions of management in this category.

FIGURE 4.8A
LEGAL - ADVERTISEMENTS BY YEAR (NON-MANAGEMENT)



4.9 ENGINEERING

There has been an **increase year on year in the number of advertisements for engineering positions**. In 2007 the percentage of jobs advertised was small at .66% compared to 4.21% in 2011 (Table 1.1).

Predominately non-managerial engineering vacancies have been advertised for positions overseas, with virtually no demand in Ireland. Advertisements for Africa had the highest number of vacancies year on year, with positions located outside of Africa as the second highest category (Figure 4.9a). Figure 4.9b shows that there was no demand for managerial engineering positions in 2007 and 2008. In 2009 and 2010 there was one position advertised in each year, i.e. one in Africa and one outside of Africa. There were 9 advertisements for positions outside Africa in 2011 and one position based outside of Dublin.

FIGURE 4.9A
ENGINEERING - ADVERTISEMENTS BY YEAR (NON-MANAGEMENT)

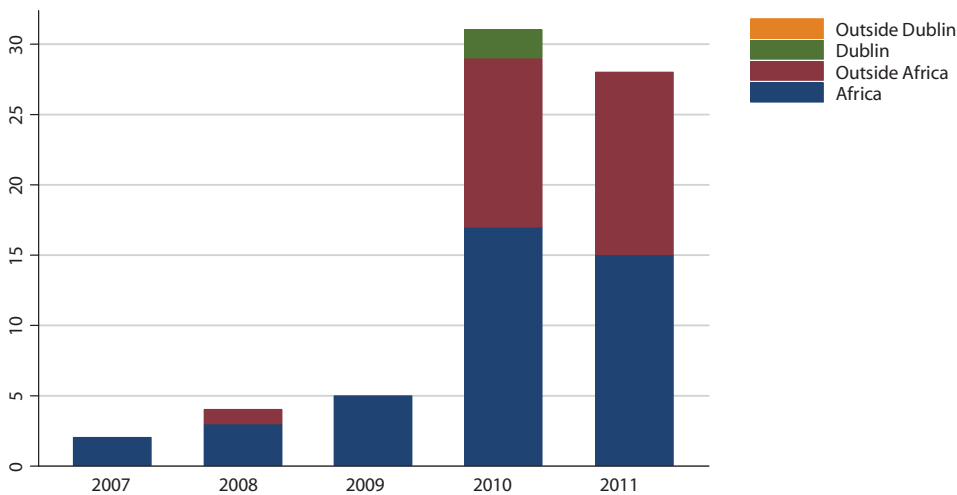
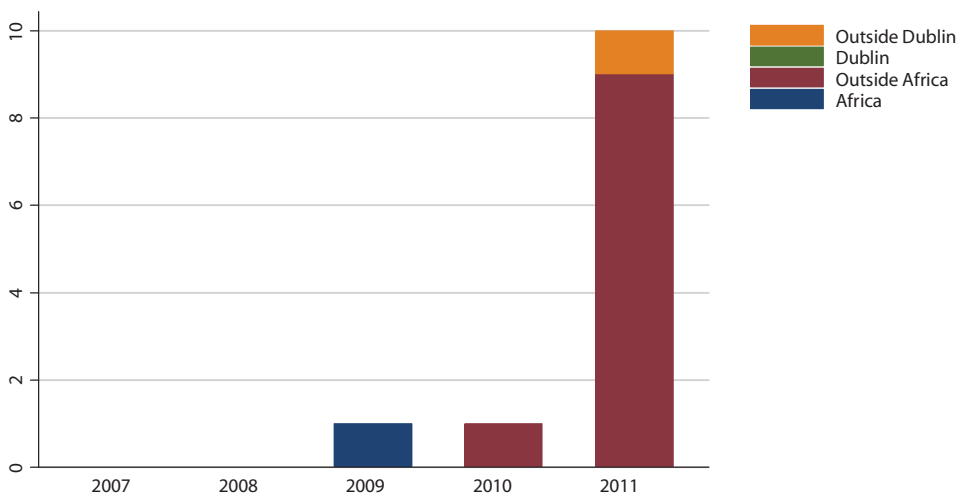


FIGURE 4.9B
ENGINEERING ADVERTISEMENTS BY YEAR (MANAGEMENT)



4.10 FINANCE

A total number of 183 jobs were advertised for positions in finance between 2007 and 2011, with an average of 36.6% advertisements over the five year period. The findings indicate that in more recent years there has been an increase in the percentage of advertisements, from a low of 4.27% in 2008 to a high of 8.58% in 2010 and 7.54% in 2011.

Advertisements for non-management finance positions in both 2010 and 2011 were predominately based in Africa as can be seen in Figure 4.10a, with the number of vacancies outside of Africa as the second highest category in both years. Vacancies for non-managerial roles in the years prior to 2010 are slightly lower as a percentage of the overall vacancies advertised in each year, 7.73% in 2010 compared to 4.59% in 2007. In 2007 and 2008 most of the non-managerial positions in finance were based in Dublin, with very small numbers in other categories. There were a total of 18 vacancies for management positions over the 5 years, 11 of which were based in Dublin (Figure 4.10b).

FIGURE 4.10A
FINANCE - ADVERTISEMENTS BY YEAR (NON-MANAGEMENT)

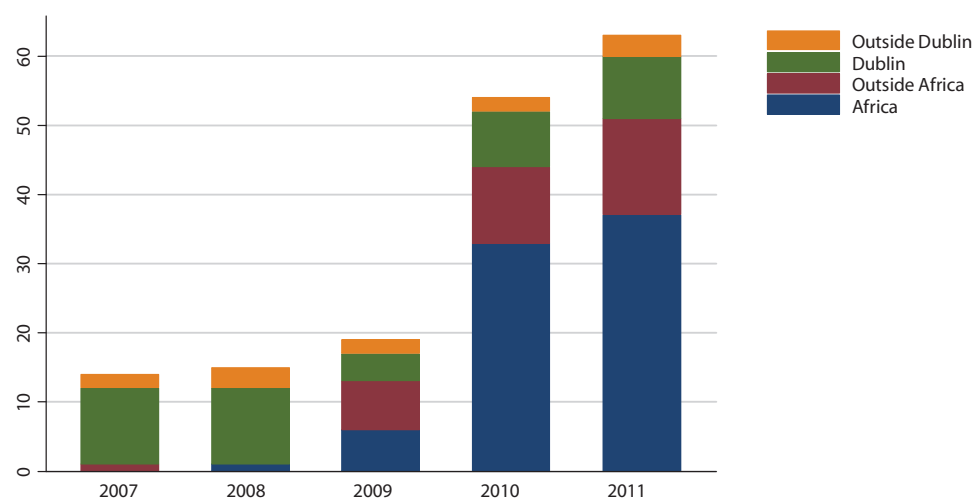
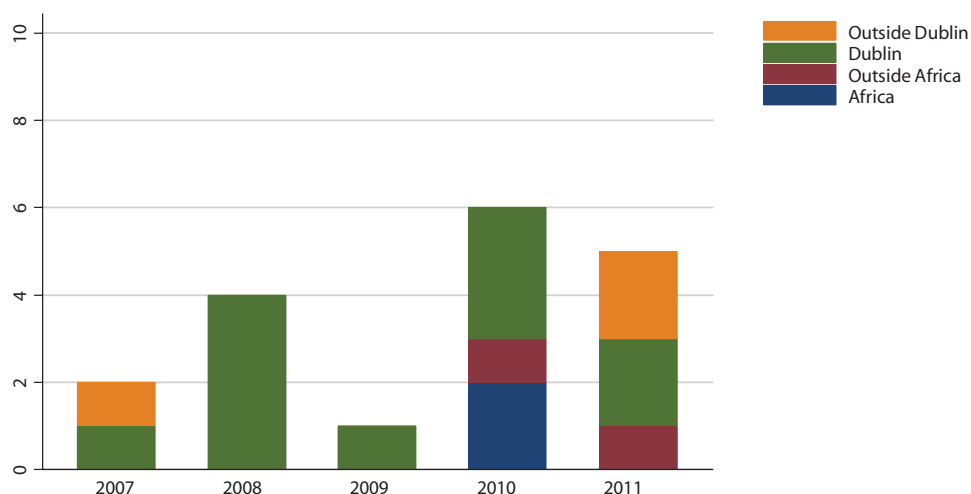


FIGURE 4.10B
FINANCE - ADVERTISEMENTS BY YEAR (MANAGEMENT)

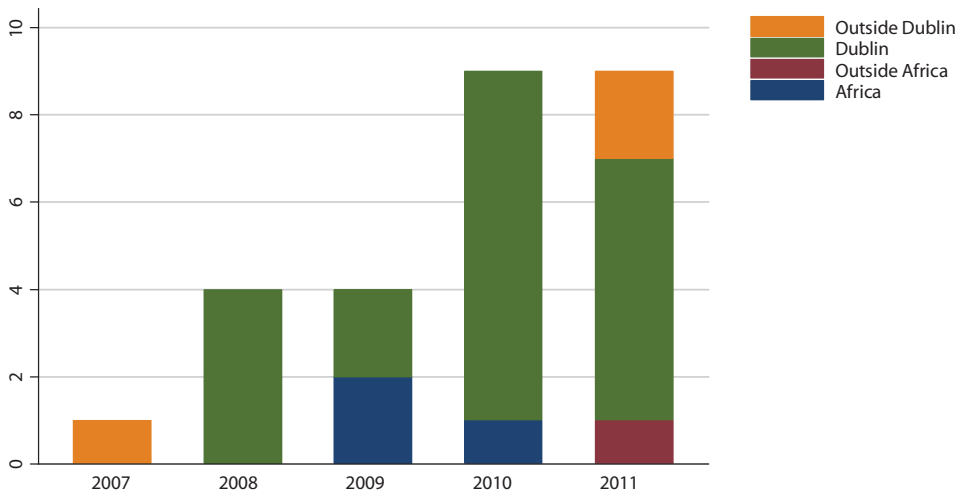


4.11 INFORMATION TECHNOLOGY

Vacancies in the IT sector has the second lowest demand for jobs in Wednesday News with only the Legal category having a lower number of job advertisements over the five year period. There was a slight increase in the percentage of jobs advertised relative to the total number of advertisements each year up to 2010. In 2007 the percentage of jobs advertised was .33%, in 2010 it had increased to 1.29%. This figure decreased to 1% in 2011 (Table 1.1).

As can be seen in Figure 4.11a, of the 27 positions advertised over the 5 year period, 20 were based in Dublin.

FIGURE 4.11A
IT - ADVERTISEMENTS BY YEAR (NON-MANAGEMENT)



4.12 HEALTH CARE

There has been an **increase year on year in the number of advertisements in the health care category**. In 2007 the percentage of jobs advertised was small at .66% compared to 4.21% in 2011. The lowest demand was in 2008, with 2 healthcare positions advertised (1.80%) compared to a high of 46 (6.58%) in 2010 (Table 1.1).

While a majority of the health care non-management positions have been located in Africa, there was a shift in the number of jobs advertised for positions outside of Africa post 2009. In 2010 there was 16 positions advertised outside Africa compared to 15 in Africa (Figure 4.12a).

Figure 4.12b indicates that the number of positions in healthcare management was low, with a total of 11 positions over the five years, 7 of which were advertised in 2010, i.e. 5 in Africa, 2 outside Africa.

FIGURE 4.12A
HEALTH CARE - ADVERTISEMENTS BY YEAR (NON-MANAGEMENT)

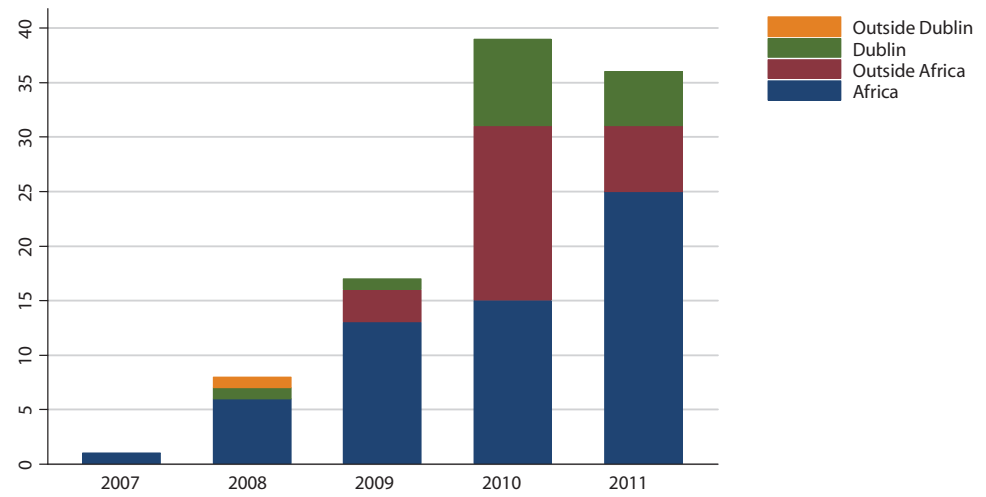
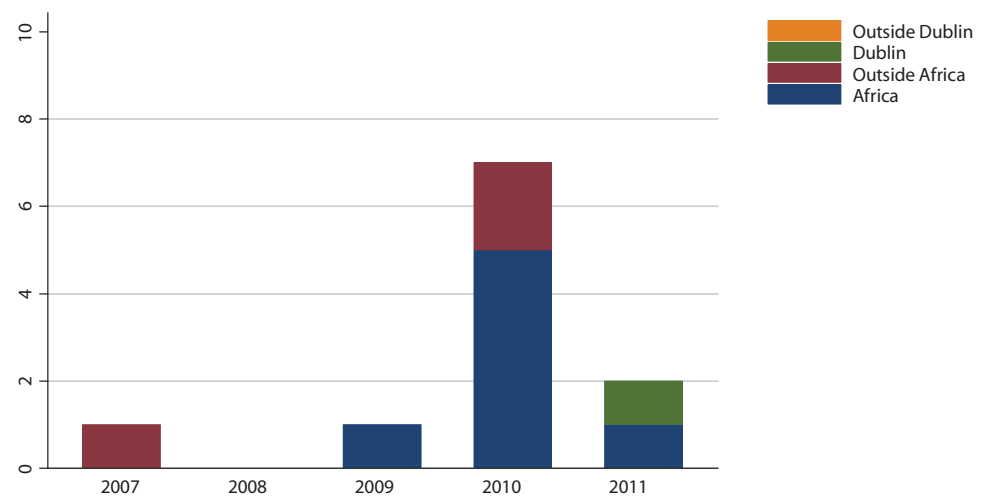


FIGURE 4.12B
HEALTH CARE - ADVERTISEMENTS BY YEAR (MANAGEMENT)



4.13 DEVELOPMENT EDUCATION

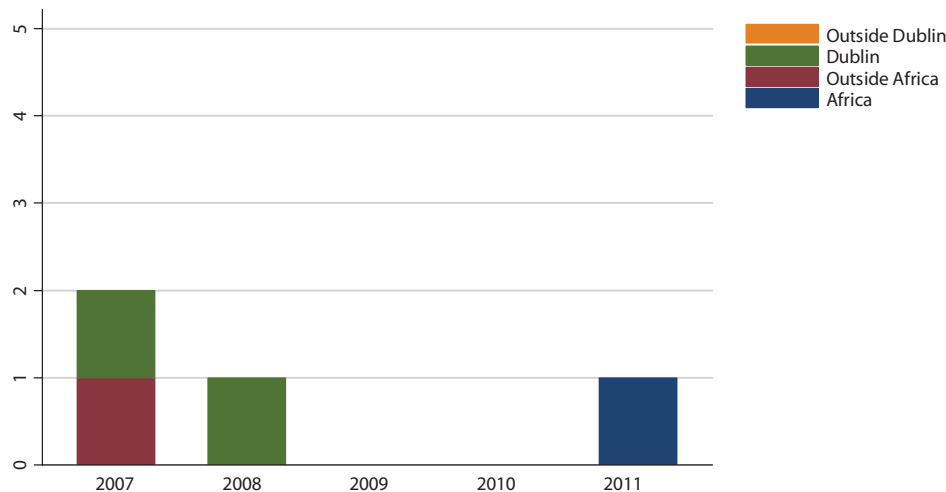
A total of 65 jobs in the development education category were advertised over the five year period (Table 1.2). A majority of the vacancies for non-managerial position were advertised in 2007 (15 positions) and 2008 (23 positions) (Appendix 2). Since 2008 the percentage of advertised vacancies has been decreasing from a high of 5.57% in 2007 to a low of 1.14% in 2010, as a percentage of the overall total in each year (Table 1.1).

Four positions in development education management were advertised over the 5 year period. Two of the positions were advertised in 2007 (1 outside Africa and 1 in Dublin), 1 was advertised for a position in Dublin in 2008 and 1 was advertised for a position in Africa in 2011 (Figure 4.13b).

FIGURE 4.13A
DEVELOPMENT EDUCATION - ADVERTISEMENTS BY YEAR (NON-MANAGEMENT)



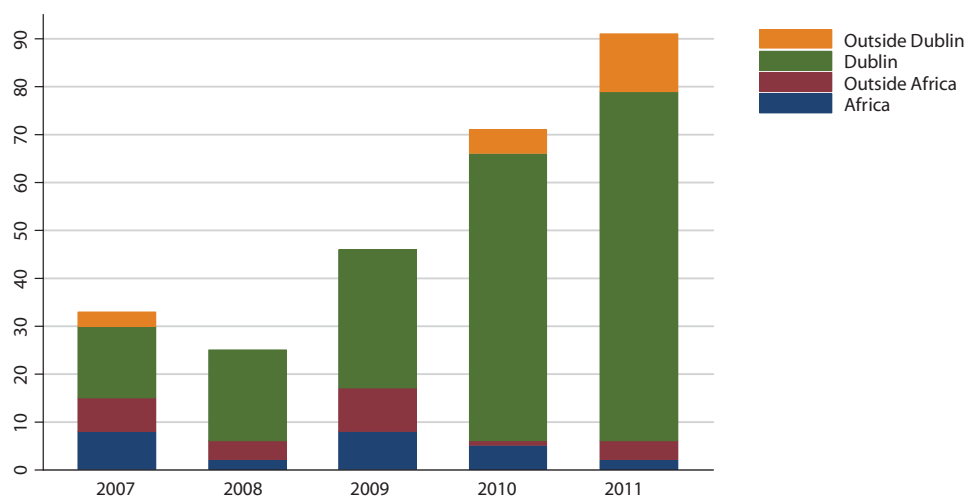
FIGURE 4.13B
DEVELOPMENT EDUCATION - ADVERTISEMENTS BY YEAR (MANAGEMENT)



4.14 INTERNS

The **demand for interns has been high with a total of 266 advertisements** (Table 1.2), with an average of 53.2 over the five years. The year with the **highest percentage of interns was 2009, at 13.61%**. The lowest demand for interns was in 2008 at 5.39% (Table 1.1). Figure 4.14 shows that a majority of the positions were based in Dublin.

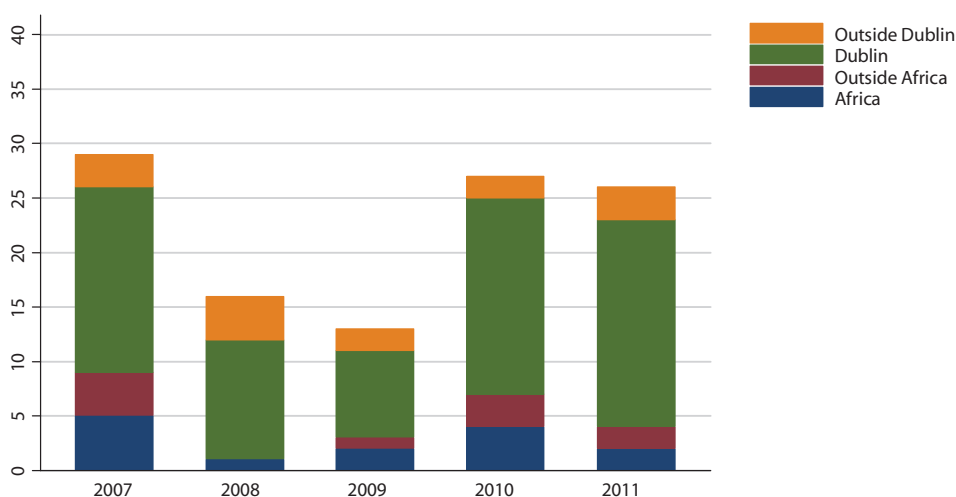
FIGURE 4.14
INTERNSHIPS - ADVERTISEMENTS BY YEAR



4.15 CONSULTANTS/TENDERS/RESEARCH

Advertisements for consultant, tenders and research positions have decreased from a high of 9.51% in 2007 to a low of 2.88% in 2011 (Table 1.1). Figure 4.15 shows that a majority of this work was coded as being based in Dublin (see assumptions and limitations section).

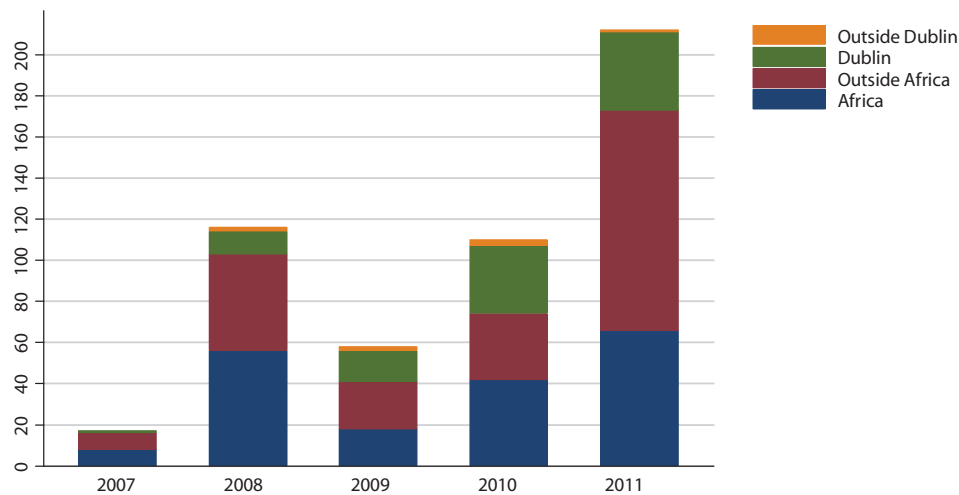
FIGURE 4.1
CONSULTANCY/TENDERS/RESEARCH - ADVERTISEMENTS BY YEAR



4.16 VOLUNTEERS

The findings show that the number of volunteer (unpaid positions) advertised in Wednesday News have increased each year from a low of 5.57% in 2007 to a high of 26.07% in 2008 and 23.50% in 2011 (Table 1.1). The average number of advertisements for volunteers between 2007 and 2011 was 102.6. There was more of a demand for positions overseas. The number of advertisements for volunteers outside Africa was at its highest in 2011, with 107 positions advertised compared with 66 positions in Africa. The demand for volunteers was at its lowest in 2007, with 8 positions advertised in Africa, 8 outside Africa and 1 in Dublin (Figure 4.16).

FIGURE 4.16
VOLUNTEERS - ADVERTISEMENTS BY YEAR



APPENDIX 1: SUMMARY STATISTICS OF JOB CATEGORIES 2007-2011

Job Category	Mean	Std. Dev.	Min	Max
Management	12.6	3.209361	9	17
Marketing	60.8	14.53272	38	76
Policy & Advocacy	17.8	4.969909	12	25
Programme	119	66.85806	67	199
Operations	24.2	15.2217	9	48
HR	13	9.273618	4	28
Adminisiation	17.6	5.272571	9	23
Legal	1	0	1	1
Engineering	16.4	17.16974	2	38
Finance	36.6	25.21507	16	68
IT	5.4	3.507136	1	9
Health	22.4	18.99474	2	46
Development Education	13	7.81025	4	24
Internships	53.2	27.38978	25	91
Consultancy/Tenders/Research	22.2	7.190271	13	29
Volunteers	102.6	73.34712	17	212

APPENDIX 2: CROSSTAB OF MANAGEMENT POSITIONS BY YEAR

TABLE: CROSSTAB BETWEEN MARKETING MANAGEMENT POSITIONS BY YEAR

	Management Year	Management	
		No	Yes
1.	2011	55	21
2.	2010	50	12
3.	2009	26	12
4.	2008	44	26
5.	2007	46	12

TABLE: CROSSTAB BETWEEN POLICY & ADVOCACY POSITIONS BY YEAR

	Management Year	Management	
		No	Yes
1.	2011	20	5
2.	2010	18	2
3.	2009	11	1
4.	2008	16	1
5.	2007	14	1

TABLE: CROSSTAB BETWEEN PROGRAMME POSITIONS BY YEAR

	Management Year	Management	
		No	Yes
1.	2011	105	94
2.	2010	125	60
3.	2009	34	37
4.	2008	56	17
5.	2007	52	15

TABLE: CROSSTAB BETWEEN OPERATIONAL POSITIONS BY YEAR

	Year	Management	
		No	Yes
1.	2011	30	18
2.	2010	16	10
3.	2009	18	7
4.	2008	9	4
5.	2007	8	1

TABLE: CROSSTAB BETWEEN HR POSITIONS BY YEAR

	Year	Management	
		No	Yes
1.	2011	10	18
2.	2010	8	2
3.	2009	4	0
4.	2008	14	1
5.	2007	5	3

TABLE: CROSSTAB BETWEEN ADMINISTRATIVE POSITIONS BY YEAR

	Year	Management	
		No	Yes
1.	2011	17	0
2.	2010	18	1
3.	2009	9	0
4.	2008	23	0
5.	2007	20	0

TABLE: CROSSTAB BETWEEN LEGAL POSITIONS BY YEAR

	Year	Management	
		No	Yes
1.	2011	1	0
2.	2010	1	0
3.	2009	1	0
4.	2008	1	0
5.	2007	1	0

TABLE: CROSSTAB BETWEEN ENGINEERING POSITIONS BY YEAR

	Year	Management	
		No	Yes
1.	2011	28	10
2.	2010	31	1
3.	2009	5	1
4.	2008	4	0
5.	2007	2	0

TABLE: CROSSTAB BETWEEN FINANCIAL POSITIONS BY YEAR

	Year	Management	
		No	Yes
1.	2011	63	5
2.	2010	54	6
3.	2009	19	1
4.	2008	15	4
5.	2007	14	2

TABLE: CROSSTAB BETWEEN IT POSITIONS BY YEAR

	Year	Management	
		No	Yes
1.	2011	9	0
2.	2010	9	0
3.	2009	4	0
4.	2008	4	0
5.	2007	1	0

TABLE: CROSSTAB BETWEEN HEALTH POSITIONS BY YEAR

	Year	Management	
		No	Yes
1.	2011	36	2
2.	2010	39	7
3.	2009	17	1
4.	2008	8	0
5.	2007	1	1

TABLE: CROSSTAB BETWEEN DEVELOPMENT EDUCATIONS POSITIONS BY YEAR

	Year	Management	
		No	Yes
1.	2011	11	1
2.	2010	8	0
3.	2009	4	0
4.	2008	23	1
5.	2007	15	2

APPENDIX 3: JOB CATEGORIES

IT

Web Usability Officer
Application Support Officer
Data Analyst
Team Leader - ICT Client Services
Regional ICT Advisor

Engineering

Water and Sanitation Engineer
Engineering Coordinator
Construction Coordinator/Engineer
WASH technical Advisor
WASH co-ordinator
Shelter Engineer
Assistant Shelter Manager
Water Sanitation Manager
Rain Manager

Finance

Accountant
Finance Officer
Grants Officer
Financial Controller
Auditor
Accountants Assistant
Project Accountant
Regional Accountant
Roving Accountant
Chief Financial Officer
Country Accountant
Financial Manager

Healthcare

Health /Advisor Coordinator (Nutrition, Cholera)
Environmental Health Advisor
Emergency Field Nutritionist
National Health Coordinator
Health Manager
Emergency Nutrition Manager

Human Resources

Human Resource Manager
Training & Information Project Officer
Equality Advisor
Training Quality Assurance Administrator

Legal

Legal Information & Communications Officer
Mental Health Human Rights Officer
Workplace Rights Project Leader
Legal Training Officer

Management

Chief Executive Officer
Director

Marketing, Fundraising & Communications

Direct Marketing Executive
Director of Communications Campaigns
CRM Coordinator
Fundraising Manager
Fundraising Assistant
Marketing Support Officer
Marketing Officer
Community Fundraiser
Funding Officer
Donor Service Officer/Donor Compliance Officer
Communications Officer

Digital Marketing Leader
 Public Affairs Administrator
 Marketing & Communications Manager
 Head of Donor Development
 Shop Manager

Policy & Advocacy

Policy & Advocacy Officer /Policy
 Officer/Advocacy Coordinator
 Political Affairs Officer
 Research & Policy Analyst
 Advocacy Manager/Advocacy & Research
 Manager
 Director of Policy and Research
 Policy Manager

Programme

Agriculture Advisor
 Area Coordinator
 Civil Society Coordinator
 Country Representative
 Conservation Agriculture Coordinator
 Emigrant Support Officer
 Food Facility Project Coordinator
 Natural Resource Management Advisor
 Programme Officer /Programme Coordinator
 Programme Support & Data Mgt Officer
 Project Officer
 Summer Camp Coordinator
 Human Rights Observer
 Country Representative
 Development Worker
 Social Cohesion Consortium Coordinator
 Team Coordinators
 Assistant Country Director
 Assistant Programme Director
 Substance Misuse Manager

Livelihoods Programme Manager
 Emergency Programme Manager
 Programme Manager
 Gender Advisor

Operations

Operations Manager/Director
 Transport and Logistics Coordinator
 Logistics
 Operational Research Coordinator
 Protection Associate/Protection Coordinator
 Safety & Security Officer
 Procurement Manager
 General Systems Manager
 Disaster Risk Reduction Advisor

Administration

Administrator
 Personal Assistant
 Conference Assistant
 Office Manager

Education (positions categorised under programmes)

Education Programme Coordinator/Officer
 Learning Officers

Development Education

Education Advisor
 Education Officer
 Development Education Programme Officer
 Capacity Building Officer



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