Terms of reference
Policy, Advocacy and Communication Project Assistant
New Delhi

Background

3ie is an international grant-making NGO promoting evidence-informed development policies and programmes. We are the global leader in funding and producing high-quality evidence of what works, how, why and at what cost. We believe that better and policy-relevant evidence will make development more effective and improve people’s lives.

3ie was founded in 2008 to address the lack of high-quality evidence about what works in international development programmes and policies. 3ie funds impact evaluations using experimental and quasi-experimental designs which are based on a thorough analysis of an intervention’s theory of change. 3ie also funds the production of systematic reviews of evidence and a range of other synthesised evidence products. 3ie produces in-house impact evaluations, evidence reviews and other evidence products.

We are building a global community of policymakers, implementers and evaluation experts committed to promoting and supporting the production and use of high-quality evidence to strengthen development.

3ie is registered as a non-governmental organisation in the United States of America. It has three offices in Delhi, London and Washington, DC. The largest office is in New Delhi, which houses the Policy Advocacy and Communications Office, the Evaluation Office, the Program Office, the Finance and Administration and Information and Technology Office. We have a highly qualified and diverse international staff and management totalling approximately 50 staff across the three offices. 3ie is governed by a board of eminent policymakers, development funding agencies, foundations and evaluation experts.

3ie seeks a policy advocacy and communication project assistant to serve in New Delhi, India who will report to the deputy director, policy advocacy and communication office (PACO). The primary description of work and duties and responsibilities are listed below:

Description of work

3ie is looking for a young and dynamic policy advocacy and communication project assistant to provide support to the deputy director and other PACO staff to ensure the efficient and effective
project management, administrative and information management support needed for successful PACO operations.

**Duties and responsibilities**

**Main area of work**

- Maintain and improve the PAC information management system for grants management responsibilities, tasks and deadlines;
- Disseminate PACO operations information as required for efficient team and cross-team communication;
- Collect, format and finalise team information needed for internal and donor reporting;
- Maintain and improve PACO publication production information in coordination with the managing editor;
- Provide project management support for PACO-led projects, including contracting, project implementation management and reporting;
- Provide administrative support for processing PACO payments and liaising with finance staff; and
- Provide administrative support to the deputy director on scheduling, travel, filing, research support and other administrative duties as assigned.

**Information system management**

- Maintain and improve the PACO grants management information system for assigning and tracking team responsibilities, tasks and deadlines for grants management and provide weekly updates;
- Maintain and disseminate the call launch schedule and coordinate call launch communication between PACO and other teams;
- Ensure the PACO team weekly schedule of tasks and deliverables schedule is updated and disseminated weekly per dissemination requirements;
- Maintain and improve the PACO publication production schedule in coordination with the managing editor;
- Develop and maintain an information system for identifying and tracking resource mobilisation for PACO-related core business;
- Ensure PACO-related data and other information are provided to other office management information systems in a timely and satisfactory manner; and
- Develop and maintain other management information systems needed for the successful operation of PACO responsibilities.

**Project management**

- Provide project management support for all PACO-led projects and grants led by the deputy director, PACO (internal and externally funded), including tracking deliverables due, communication, activities organising, peer review processes, liaison with the programme office on contracting, payments and other administrative support;
• Provide research support for existing projects and new project development and draft and edit short research memos, reports, annotated bibliographies and other documents as required;
• Contribute to and finalise project reporting;
• Manage the finalisation and production of project deliverables; and
• Provide other project management support as assigned.

Administration
• Organise PACO meetings on day-to-day basis;
• Maintain the PACO deputy director’s calendar;
• Process payments to PACO vendors;
• Coordinate with the London and DC offices to get monthly publication inventory stocking and restocking requests;
• Arrange all shipments that are the responsibility of PACO, including publications and for events;
• Process vendor quotations and approvals; and
• Provide other PACO administrative support as assigned.

Monitoring and evaluation (M&E)
• Contribute to PACO M&E and reporting and annual donor reviews as required

Gender
• Contribute to ensuring that 3ie communication is unbiased and gender sensitive.

Skills, experience and qualifications

Education and training- Essential
• MA or MSc in a field relevant to international development.

Education and training- Desirable
• Certification in development project management.

Knowledge- Essential
• Demonstrated knowledge of the international development sector, major actors and how the sector works through education and work experience.

Experience- Essential
• Three or more years of work experience in a development sector relevant to 3ie’s work;
• Three or more years of work with project management responsibilities; and
• Experience working with management information systems related to project management and tracking deadlines and deliverables.
Experience - Desirable

- Work with a development agency or development NGO in a project management or research position; and
- Direct experience working on a development project in a developing country.

Skills - Essential

- Project management skills;
- Exceptional English-language writing and editing skills;
- Advanced knowledge of all MS Office 2010 or 2013 applications, with particular experience in advanced use of Excel or Access for project management;
- Proven ability to multi-task, support multiple team members working to different deadlines; and
- Proven ability to work independently and work in a fast-paced, deadline-oriented team.

Skills - Desirable

- MS project experience

People skills

- Must be able to work well in a fast-paced, multi-actor, multi-demand work environment with a minimum of supervision;
- Must like to take the initiative and problem solve;
- Must be a team player who is committed to working together for common, as well as individual, goals; and
- Ability to work well in a multi-cultural work environment spread over three offices on three continents.

Terms of employment

3ie offers competitive remuneration based on experience and qualifications.

Application Procedure: Please apply by e-mail to jobs@3ieimpact.org with the following application material and include “3ie Policy advocacy and communication project assistant” in the subject line. Incomplete submissions will not be considered:

1. A cover letter
2. Your CV
3. Names and contact information for three professional references

The deadline for submitting applications is 27 April 2015 and the position will be open until filled. Only those short-listed will be contacted.

3ie is committed to achieving equity and diversity in terms of sex, gender, ethnicity nationality, culture and educational background. Women and Individuals with disabilities are encouraged to apply. All applications will be treated in the strictest confidence.