



Terms of Reference

HIV Research Intern

Washington, DC

About 3ie

[The International Initiative for Impact Evaluation \(3ie\)](#) 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, for whom, how, why and at what cost. We believe that better policy-relevant evidence will help make development more effective and improve people's lives. 3ie is registered as a non-governmental organisation in the United States of America. It has offices in New Delhi, London and Washington, DC.

We are currently seeking an intern to assist us with the Washington office's HIV programme.

Scope of Work

The intern will serve as a research assistant to the technical staff supporting the HIV programme at the 3ie Washington office (WO). She or he will also provide occasional assistance to other 3ie staff related to other research areas, operations and events.

Main responsibilities

Serve as research assistant to the WO technical staff, which may entail:

- Conducting literature reviews and background research;
- Assisting with screenings (within a systematic search and screening) for impact evaluations across different sectors or topics;
- Performing empirical analysis, including econometrics, using Stata;
- Cleaning raw data, creating summary statistics and constructing tables and graphs;
- Creating annotated bibliographies;
- Writing impact evaluation summaries for the 3ie online database, which entails reading studies, summarizing them according to a template, and revising them based on reviewer comments. It may also include peer reviewing other summaries;
- Attending seminars and other events and writing up dissemination notes and supporting social media
- Serving as an assistant to the HIV Programme Manager, which may entail logistics coordination, grant management, donor reporting tasks and updating the 3ie website; and
- Performing other tasks occasionally as requested.

Washington, DC

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Required skills, experience and education

Essential

- Graduate-level education in economics, public health, public policy, international development, or other relevant social sciences;
- Working knowledge of experimental and quasi-experimental methods required to conduct rigorous impact evaluations;
- Experience conducting bio-statistical or econometric analysis, particularly using Stata;
- Excellent analytical writing skills in English;
- Strong organizational skills.

Desirable

- Experience with systematic search and screening (e.g. systematic reviews) of research literature
- Knowledge of international development policies and programs, especially HIV and AIDS;
- Administrative and/or project management experience.
- Strong experience analysing data using MS Excel, particularly using pivot tables;
- Demonstrated ability to work independently.

Terms and Eligibility

This is a paid internship for 35-40 hours a week for six months. We are accepting applications on a rolling basis and looking to hire as soon as possible. Preference will be given to candidates who can begin in April 2017. The candidate must provide proof of permission to work in the United States. The intern will work on-site in 3ie's Washington office.

3ie is an equal opportunity employer. We do not discriminate on the basis of sex, age, ethnicity or sexual orientation. We particularly encourage women and minorities to apply. All applications will be treated in the strictest confidence.

How to apply

Please submit a cover letter, resume and the names and contact information of three references to Brigid Monaghan (bmonaghan@3ieimpact.org) with the subject line '**3ie WO Spring HIV Research Intern**'. **Applications will be reviewed on a rolling basis.** Only applicants selected for interviews will be contacted.