



Terms of Reference Operations associate 3ie, Washington, DC

1. Background

The [International Initiative for Impact Evaluation \(3ie\)](#) is an international grant-making organisation that promotes evidence-informed equitable, inclusive and sustainable development. We support the generation and effective use of high-quality evidence to inform decision-making and improve the lives of people living in poverty in low- and middle-income countries (L&MICs). We provide guidance and support to produce, synthesise, and quality assure evidence of what works, for whom, how, why and at what cost. 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 do so through evidence programs, production of public goods, professional services and support to institutional advancement initiatives. The evidence programs include impact evaluations, implementation research, replication studies, systematic reviews and evidence gap maps. Our work encompasses a wide range of topics, sectors and themes. Examples include health systems and services, nutrition and related social sector programs.

3ie is inviting applications for the post of Operations associate to work at the Washington, DC office.

2. Summary

The associate will work on a variety of tasks including supporting the director, strengthening our institutional advancement efforts, managing the office, assisting program and technical staff and other responsibilities as needed/assigned.

The associate will report mainly to the head of the Washington, DC office or his/her designee. S/he may be working in a matrixed environment and will be expected to establish strong and collaborative relations with staff across all of 3ie's offices. International travel is possible.

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Washington, DC

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3. Key responsibilities

3.1 Leadership assistance

- Provide administrative support to the director (appointment scheduling and/or calendar maintenance, travel arrangements, receipts/reimbursement requests and drafting correspondence);
- Assist senior management visiting from other 3ie offices; and
- Provide support to other staff as needed.

3.2 Institutional advancement assistance

- Support the director in 3ie's institutional advancement and fundraising by researching and sourcing request for proposals, tenders, procurements, grants and collaboration opportunities;
- Apply showstopper priorities to all opportunities; and
- Understand 3ie's business strategy and niche.

3.3 Program assistance

- Assist with logistics for office, program, board and member events; order catering and supplies as needed;
- Assist with preparing reports for other 3ie offices and for funders; and
- Attend meetings and take minutes when needed.

3.4 Office assistance

- Manage office supplies, budget and mail (track inventory in supply cabinets, reorder office and kitchen supplies as needed, place special orders for other staff when approved);
- Coordinate office equipment management and repair needs (copiers, desktop computers, fax, phone and so on);
- Coordinate invoice payments with the finance department;
- Maintain publications and the office library; and
- Welcome and assist office visitors.

4. Qualifications

4.1 Education and work experience

- Bachelor's degree or an Associate's degree with relevant prior work experience and a sincere interest in international development; and
- Grants, international development, non-profit and/or administrative experience, knowledge of CRM systems, Mailchimp, Google Forms, and high technological proficiency are desired.

4.2 Skills

- Excellent oral and written communication skills in English; Spanish and/or French professional proficiency highly preferred;
- Excellent organisational skills, attention to detail, and the flexibility and willingness to adapt to shifting priorities and deadlines;
- Excellent cross-cultural skills and diplomacy; and
- Strong and demonstrable proficiency with Microsoft Office applications including Word©, Excel© and PowerPoint©.

5. Eligibility

3ie will recruit one individual with the right to work in the US. 3ie recognises the value that diversity brings to the organisation in terms of experience, skills, talent and cultural perspectives. The organisation is committed to building an environment and culture where all staff feel valued, are treated fairly and respected. 3ie is committed to providing equality of opportunity for all current and prospective staff members and will not discriminate on grounds of sex (female, male or other) race, age, gender, sexual orientation, citizenship, medical condition (with certain exceptions based on job role), class, caste, ethnicity, disability, pregnancy, maternity or paternity, or religion.

3ie's commitment to equal opportunity covers all aspects of employment, including but not limited to recruitment, selection, compensation, promotion, professional development, termination and participation in 3ie-sponsored employee activities.

6. Terms of employment

Candidates should be available to start work at the earliest. The salary range for this position is approximately \$40,000 to \$60,000, based on qualifications and experience.

7. How to apply

Please apply by e-mail to (wojobs@3ieimpact.org) mentioning 'Operations Associate' in the subject line. The applicant package must include the following:

- A cover letter, not exceeding one page, highlighting your qualifications and experience relevant to the terms of reference. A summary on your CV is not a substitute;
- Curriculum Vitae (not to exceed two pages);
- Contact information for three references.
- Please indicate in your cover letter if you are a US citizen or Green Card holder. If neither, please specify under what visa you are authorized to work in the US and for what period of time.

Incomplete applications will not be considered. Only those shortlisted will be contacted. Applications will be reviewed on a rolling basis and remain until the position is filled.