

DEPUTY DIRECTOR / CHIEF EVALUATION OFFICER, SYSTEMATIC REVIEWS



INTERNATIONAL INITIATIVE FOR IMPACT EVALUATION (3ie)

JOB DESCRIPTION AND PROFILE OF CANDIDATE

1. Background

The International Initiative for Impact Evaluation (3ie) seeks a candidate to serve as the Deputy Director (Systematic Reviews) for the International Initiative for Impact Evaluation (3ie), with responsibility for managing 3ie's London office and external representation of 3ie in Europe.

The International Initiative for Impact Evaluation (3ie) is dedicated to improving development outcomes through better use of evidence from quality impact evaluations.

3ie's functions are to promote evidence-based policy making and quality impact evaluations, through the funding of new studies, undertaking systematic reviews of existing studies, providing quality assurance services for impact studies and setting international standards. 3ie's activities will identify what development interventions work, and why, and the organization will undertake advocacy to promote better development policies and interventions.

3ie is headquartered in New Delhi, India, with offices in London and Washington D.C. This position will be based in 3ie's London office.

Additional information about 3ie is available on the 3ie website:
www.3ieimpact.org.

2. Job Description

Reports to: Executive Director

Other Key Relationships: Chairman of Board of Commissioners, Deputy Director (Finance and Administration), Deputy Executive Director (Evaluation), Deputy Director / Chief (Support to Impact Evaluation and Fundraising), Deputy Director / Chief (Policy, Advocacy and Communications Office)

3ie strategic goal

The Deputy Director/Chief Evaluation Officer, Systematic Reviews will primarily be responsible for component two of 3ie's strategy "to promote the generation of new evidence from impact evaluations that is relevant to policy and program design and implementation". He or she will also contribute to component three "contributing to building a culture of using new and existing evidence in the development and implementation of policies and programs in low and middle income countries".

Core functions

The Deputy Director/Chief Evaluation Officer, Systematic Reviews will be part of 3ie's management team. He or she will head 3ie's London Office, and oversee the work of the systematic review team. He or she will also be responsible for ensuring the smooth running of the London office on a day-to-day basis, including managing the relationship with the host institution, the London International Development Centre. The Deputy Director/Chief Evaluation Officer, Systematic Reviews will play a representational role for 3ie in Europe/Africa.

Specific functions of the Deputy Director/Chief Evaluation Officer, Systematic Reviews include

- Membership of 3ie's Management Team, and so participating in strategic discussions regarding 3ie's direction
- Management of 3ie's London office, supervising the activities of all staff in that division
- Overseeing preparation of 3ie events based in London (symposiums, workshops, review panels and Board meetings)
- Representing 3ie externally in Europe, especially in meetings involving policy makers from developing countries
- Managing relationships with European donors, in coordination with 3ie's External Liaison Officer (based in Delhi)
- Overseeing production of final, policy-oriented versions of systematic reviews
- Contributing data to 3ie's quarterly monitoring system
- Participation in preparation of 3ie's Annual Report
- Undertaking missions to build support for 3ie and gain additional members, especially in Africa

The Deputy Director/Chief Evaluation Officer, Systematic Reviews will be supervised and evaluated by the Executive Director.

The position is for four (4) years with the possibility of renewal.

3. Key Performance Measures (2011/12)

1. Technical oversight

- To provide clear policy direction to 3ie systematic office staff
- To ensure the smooth running of the peer review process of systematic review grant applications
- To oversee the peer review process for on-going systematic reviews grants
- To assist the program office in the administering of systematic review grants
- To provide inputs related to the systematic review grant program to the quarterly and annual monitoring process

2. 3ie Management

- Participate in strategic discussions
- Oversee participation of annual workplan for London office
- Participate in management meeting and consultations

3. Activities in support of technical skills

- Presentations at conferences and workshops
- Staff development activities including oversight of preparation of in-house reviews

4. Desired Qualifications

The successful candidate to be Deputy Director/Chief Evaluation Officer, Systematic Reviews is likely to be someone with a graduate degree in an appropriate discipline, 10 or more years' experience in international development, proven management and effective communication of technical reports.

In addition the following qualities are sought:

Reputation and Recognition: The successful candidate will have a reputation for integrity, technical knowledge of evaluation, and effective communication.

Management Experience: It is desirable that the candidate will have had previous experience in leading research teams or large evaluation studies.

Project and grant management experience: It is desirable that the candidate have experience in either or both grant and project management in development agencies, including budget preparation and management.

Policy Experience: It is desirable for the candidate to have experience either directly in with policy-making and implementing policies in one or more countries or working closely with policy makers. Related skills and experience for negotiating, advocacy, communications and outreach are also desirable

International Experience: It is desirable for the candidate to have skills and experience in different cultural contexts, to have worked in different countries, and to be well-acquainted with development issues in low- and middle-income countries.

Communication Skills: The candidate must have good communication and interpersonal skills. Experience in public speaking is an advantage.

Candidates who are from developing countries are strongly encouraged to apply.

5. Process

Please submit a CV, including three references, to jobs@3ieimpact.org. Indicate the position for which you are applying in the message title.

The closing date for applications is Friday 16th September. Interviews will take place in either London or Delhi at the end of September/beginning of October.