



## Policy, advocacy and impact editorial associate 3ie, New Delhi

### 1. Background

The International Initiative for Impact Evaluation (3ie) 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. We provide guidance and support to produce impact evaluations and associated formative evaluations; systematic reviews and syntheses, evidence gap maps and support for using that evidence in decision-making and capacity development. 3ie is registered as a non-governmental organisation in the United States. It has offices in New Delhi, London and Washington, DC.

The Policy, Advocacy and Communication Office (PACO) has three main areas of responsibility: promoting evidence uptake and use into policy and programming and monitoring, evaluation and learning associated with it and strategic integrated advocacy and communication, which includes the production of all editorial products (e.g. reports, briefs, papers and marketing material), our online communication, including the website and associated platforms and multimedia.

3ie is looking for a policy, advocacy and impact editorial associate to work in New Delhi, India. The associate will report to the head of PACO. The successful candidate will be committed to sustainable, inclusive development and 3ie's mission. They will have the requisite skills, talent and commitment to excellence that we need to produce well-written, edited and designed products that showcase 3ie and reflect our global reputation for quality. They will enjoy working in teams, as well as be an innovative self-starter in a very fast-paced, deadline-driven, multicultural work environment. They will want to be part of helping to grow 3ie to our next level of achievements.

### 2. Key responsibilities

The associate will be responsible for a variety of tasks outlined below and will provide project and information management support to ensure the timely, high-quality production of evidence and advocacy documents and other products, as well as support the project work supervised by the director.

#### 2.1 Main areas of work

- Maintain, manage and improve systems to ensure on-time, high-quality editorial production of all types of 3ie editorial products;
- Collect, format and finalise team information needed for internal and external and donor reporting;

#### New Delhi

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- Organise and manage MIS and knowledge management tools and processes to improve team management; and
- Provide administrative support to the director on scheduling, travel, filing, research support and other administrative duties as assigned.

## **2.2 Editorial production management, writing and editing (50%)**

- Maintain and improve the PACO editorial management information system for organising, scheduling and producing all of 3ie's editorial products;
- Coordinate with offices and staff to determine the annual, quarterly and weekly production pipeline and disseminate the tracking reports;
- Maintain the 3ie freelance editor and proofer rosters;
- Commission freelance editing and proofing services to agreed timetables;
- Ensure editors and proofers have commissioning briefs that are tailored for the relevant product being assigned;
- Review copy-editing and proofing work, reconcile amends and work with authors to clear technical content queries;
- Ensure freelancers adhere to standard procedures and all 3ie style guides for completing the work and billing 3ie;
- Select appropriate, high-quality, legally sourced photos as needed;
- Provide guidance on content to the publication design and formatting staff when needed;
- Copy-edit database summaries and product descriptions, liaising with report leaders;
- Manage contracting and billing;
- Keep all publication-related templates, standard information and guidance documents up-to-date and improve as needed; and
- Writing assignments as required.

## **2.3 Project management (50%)**

- Provide project management support as assigned for PACO projects or business development;
- Provide simple information and literature searching and reporting that supports PACO's work; and
- Contribute to and finalise donor reporting by tracking and verifying assigned donor indicators.

# **3. Qualifications, experience and skills**

## **3.1 Education and work experience**

- An essential minimum is a master's degree in a field relevant to international development that requires advanced English writing and editing skills;
- Certification in development project management (e.g. PMD-Pro) is desirable and/or demonstrated relevant work experience;
- Experience working with Excel© for data management-related to project management and tracking deadlines and deliverables is required. Access experience is desirable;
- Demonstrated knowledge of the international development sector, major actors and how the sector works through education and/or work experience; and
- Work with an international development agency or development NGO in India and/or in a foreign developing country experience is highly desirable.

### **3.2 Skills**

- Exceptional English-language writing and editing skills;
- Demonstrated ability to read technical reports, understand and summarise accurately for a non-technical audience;
- Project management;
- Advanced knowledge of MS Office 2010 or 2013 applications;
- Proven ability to multi-task and support multiple team members working to different deadlines;
- Proven ability to work independently with sound judgement;
- Must be able to take the initiative, problem solve and be able to offer solutions;
- Must be a team player; and
- Able to work well in a multi-cultural work environment across time zones.

## **4. Eligibility**

The successful candidate must be a resident of India and have the right to work. 3ie is an equal-opportunity employer committed to equality and diversity. We do not discriminate based on sex, age, religion, ethnicity, caste, sexual orientation or for being differently abled. We particularly encourage ethnic minorities and differently abled persons to apply.

## **5. Terms of employment**

3ie offers competitive remuneration based on experience and qualifications. Our policies and procedures reflect our commitment to safeguarding children and vulnerable adults from abuse. We follow a zero-tolerance policy for any form of bullying or harassment in the workplace.

## **6. How to apply**

Please apply by e-mail to ([jobs@3ieimpact.org](mailto:jobs@3ieimpact.org)) mentioning '**Application: policy, advocacy and impact editorial associate**' in the subject line. The application package must include the following:

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference. A summary on your CV is not a substitute;
- Curriculum vitae (not to exceed two pages);
- Name and contact information for three references; and
- One writing sample to demonstrate your ability to write coherently and articulate technical information simply and clearly, which is underpinned by a solid grasp of English grammar.

**Applications will be accepted through on a rolling basis until the position is filled. First interviews will take place the week of 27 May 2019.** Incomplete submissions will not be considered. We will only contact shortlisted candidates.