



## Research associate - program management

### 3ie, Washington, DC

#### 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, synthesize and quality assure evidence of what works, for whom, how, why and at what cost. 3ie is registered as a non-governmental organization in the United States. We have 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 seeks a research associate with program management experience, preferably based at the 3ie Office located in Washington DC. However, for exceptional candidates with the right to work, we may consider a posting at our offices in our New Delhi or London office.

#### 2. Summary

The research associate - program management will report to the senior program manager or senior evaluation specialist and will be expected to work in a matrixed environment. S/he will be expected to establish strong and collaborative relations with staff across all 3ie offices and with 3ie members located in L&MICs. Examples of the kinds of tasks to be assigned to the RA-PM are outlined below.

#### 3. Key responsibilities

##### 3.1 Research, review, and translation for a policy audience

- Designing and conducting research, including but not limited to impact evaluations, scoping reports, portfolio reviews, replication studies and concept and methods papers;
- Reviewing 3ie-funded studies;

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- Developing policy-friendly material, including but not limited to briefs, executive summaries and blog posts; and
- Use STATA for data analysis and 'push-button replication' of 3ie-funded studies for quality assurance and data transparency purposes.

### **3.2 Project and grant administration and management**

- Under the guidance of the senior program manager, support staff in project and grant administration and management, including preparation of work plans, donor reports and budgets;
- Support onboarding of interns and consultants; and
- Perform a variety of other tasks as per qualifications, interest and office priorities.

### **3.3 Membership services and knowledge management**

- Support management of the 3ie membership program, including organization and communication for major meetings and events, such as the 3ie board meeting, members meeting, donor meetings, international conferences and country-level workshops;
- Under the guidance of the senior program manager, serve as a knowledge resource; champion organization-wide processes, policies, templates and tools, including supporting knowledge management among 3ie's members; and
- Support knowledge management activities led by the Policy, Advocacy and Communication Office, including writing for the website, blogs and contributing to social media.

### **3.4 New business development**

- Research and analyze information for new business initiatives, including but not limited to donor prospecting, development sector analyses, country and regional program assessments and partner profiling;
- In collaboration with all 3ie offices, establish or contribute to information systems tracking new business opportunities, creating profiles for donors, projects, countries and staff;
- Draft concept notes and presentations or pitches for donor and partner consultations;
- Assess, document, and promote innovation for new business concept papers and proposals; and
- Support the director in coordinating inputs for proposal development and review.

## **4. Qualifications and skills**

### **4.1 Education and work experience**

- Bachelor's degree in Economics, Statistics, International Development, Public Policy, Public Administration, Public Health, Demography or related field with an emphasis on empirical methods, a graduate degree is preferred.
- At least two years of professional work experience;

- Working knowledge of impact evaluation techniques, statistics and econometrics methods;
- Prior experience with program design, project or grant management, budget development and/or financial analysis in the international development sector preferred;
- Prior experience contributing to the development of competitive proposals, concept papers and/or donor and partner relationships in the context of new business opportunities; and
- Experience with international development fundraising is preferred.

## 4.2 Skills

- STATA or other statistical software package (R, SPSS, SAS);
- Strong and demonstrable proficiency with Microsoft Office, particularly strong Excel skills;
- Excellent skills in communication, time management, teamwork and relationship management;
- Excellent English-language skills; ability to read and interpret impact evaluations in French, Spanish, or Portuguese is a plus;
- Understanding of and curiosity about 3ie's mission and portfolio;
- Strong research and analytical skills and the ability to apply these skills in program and project management, new business initiatives, knowledge management, and outreach and relations; and
- Exceptional planning and organizational skills, proactivity and perseverance.

## 5. Eligibility

We will recruit one or more individuals with the right to work in the USA, the UK, or India. 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.

## 6. Terms of employment

Candidates should be available to start work as soon as possible. 3ie offers competitive remuneration based on location, 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.

## 7. How to apply

Please apply by e-mail to [jobs@3ieimpact.org](mailto:jobs@3ieimpact.org). Please include '3ie RA-PM' and specify the office location (Washington, DC, London or New Delhi, India) in the subject line. The applicant must provide, at a minimum, the following information:

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference;

- Please indicate in your cover letter if you have the right to work in the US, the UK, and/or in India, and if so, for what period of time;
- Curriculum vitae (not to exceed two pages);
- Writing sample (preferably a sample of a concept paper, blog or product/service “pitch” that you alone authored); and
- Name and contact information for three references.

Applications will be accepted on a rolling basis and the position will be open until filled. Only shortlisted candidates will be contacted. Incomplete submissions will not be considered.