



Part-time Programme Assistant 3ie, London

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, 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. It has offices in New Delhi, London and Washington, DC.

3ie seeks a programme assistant to work with the synthesis and reviews office in London, UK.

We may consider candidates based in one of 3ie's other office locations in India/the US/UK. We may also consider a remote working arrangement, subject to the selected candidate being willing and able to work as per different time zones.

2. Key responsibilities

The programme assistant will report directly to the programme manager and will be responsible for a variety of tasks outlined below.

2.1 Programme administration

- Support the director on a variety of tasks, including scheduling office meetings, tele- or video- conference calls, room booking and catering as needed;
- Assist the programme manager on all tasks related to office management including HR, IT, Finance and Estates;
- Manage monthly financial tasks, including collating invoices, receipts, recording expenses incurred by grants. Process orders for general office supplies, allocating expenditure as agreed;
- Track and process invoices from consultants and other services rendered by the office, recording incurred expenses by grants;
- Liaise with and secure quotes from suppliers, process orders and coordinate delivery of supplies;
- Provide administrative support for all meetings, including circulating agenda in advance, drafting minutes and tracking action points;

New Delhi

202-203, Rectangle One
D-4, Saket District Centre
New Delhi - 110017, India

3ie@3ieimpact.org
Tel: +91 11 4989 4444

London

c/o LIDC, 20 Bloomsbury Square,
London WC1A 2NS
United Kingdom

3ieuk@3ieimpact.org
Tel: +44 207 958 8351/8350

Washington, DC

1020 19th St., NW,
Suite 400, Washington, DC 20036
United States of America

3ieus@3ieimpact.org
Tel: +1 202 629 3939

- Support travel arrangements as needed, including visas, advances, travel insurance and reimbursement;
- Handle LSHTM service desk queries for Estates, IT and any other matters relating to smooth functioning of the office;
- Assist SRO projects staff with administrative tasks as required; and
- Provide administrative and logistical support to SRO programme as required.

2.2 Communications and event management

- Assist with logistical arrangements of events including conferences organised by 3ie London office;
- Manage mailing lists including updating list with new subscribers;
- Book venue for seminar series and other events including coordinating with LSHTM estates, IT and events office as required;
- Liaise with speaker(s) before the event, reminding them of format and venue;
- Timely dissemination of events related adverts including liaising with LSHTM and LIDC to get the adverts on their websites. Answer any seminar related queries that come to general LIDC email account;
- Responsible for room preparation on the day of the event, including layout, equipment, 3ie publications and catering;
- Assist with the production of communications materials, such as flyers, presentations and reports, conference materials, blog posts, and online news stories, and assist with tracking communication-related analytics; and
- Help organise meetings and workshops with partners, project funders and grantees, organise the group's annual retreat and take minutes.

2.3 Administrative and editorial support to the IDCG group

The programme manager will also be expected to provide support to the International Development Coordinating Group (IDCG) secretariat of Campbell, hosted by the 3ie London Office

- Monitor the IDCG email account and assist with process tracking;
- Support the Managing Editor in IDCG tasks as required;
- Consolidate peer-review comments to support editors in producing action letters; and
- Organise and take minutes of the monthly management meetings, and meetings with the broader editorial group and the advisory group as required.

3. Qualifications and skills

Essential and desirable qualifications and skills for this post are as follows.

3.1 Essential requirements

- Graduate degree in commerce, accounting or any related discipline;
- Experience of office and project administration;
- Experience of organising events and supporting meetings;
- Excellent interpersonal skills including the ability to establish and maintain effective working relationships in a multicultural and multi-disciplinary environment together with the ability to communicate at all levels;

- Ability to multi-task and work with multiple deadlines
- Excellent written and oral communication skills; ability to present information in a clear and logical format;
- Excellent IT skills including use of MS Office, word processing packages, spreadsheets, databases, and electronic record keeping;
- Ability to work independently and as part of a team;
- High level of personal motivation and flexibility; and
- Ability to be aware of and maintain confidentiality when necessary.

3.2 Desirable requirements

- Experience of professional support work within a higher education institution or similar environment;
- Experience of handling mailing lists;
- Knowledge of a reference management system (e.g. Endnote) and literature databases and search engines (e.g. PubMed); and
- Interest in promoting evidence informed decision-making in low-and middle-income countries.

4. Eligibility

Preferably the successful candidate must should have the right to work however, remote working can also be considered. 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

The post is for maximum 20 hours per week. Candidates should be available to start work at the earliest. The position is offered on a yearly contract with the chances of renewals based on performance. 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 3ieuk@3ieimpact.org mentioning '3ie part-time program assistant' 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); and
- Name and contact information for two references.

Incomplete submissions will not be considered. Only those shortlisted will be contacted. We will review applications on a rolling basis and the position will remain open until filled.