



Programme Officer, 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, 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 is recruiting a Programme Officer to support grant and programme management for the recently launched Swashakt programme, which focuses on promoting women's economic empowerment. The preferred location is New Delhi, although exceptional candidates may be located elsewhere.

2. Position summary

The programme officer will support the research and programme team in grant administration including, coordinating and communicating with grantees, partners and monitoring of deliverables for the project. They will also be responsible for the contracting process. The ideal candidate will have knowledge and experience in a similar capacity in an international development organisation, and will be self-motivated with exceptional relationship management and coordination skills.

3. Main responsibilities

3.1 Grant management

Serve as grants administrator for 3ie-funded grants for impact evaluations, systematic reviews, replication studies, proposal preparations, and/or formative research and evaluations, including:

- Communicate with grantees on administrative, procedural, and contractual issues;
- Manage contracts with external project advisors and reviewers; and
- Track grant timelines and deliverables and notify other programme team members about deadlines.

3.1.1 Grant reporting

- Prepare grant-specific reports on timelines, deliverable status, payment status etc. periodically. Respond to ad-hoc requests for grant related information;
- Provide monthly and/or quarterly reports for organizational reporting on grant status;
- Maintain a comprehensive database of grant status and financial records of all grants; and
- Participate in monthly, quarterly reporting and annual review.

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3.1.2 Grant coordination and monitoring

- Track and monitor deliverable due dates. Escalate issues as needed with the technical lead or director due to delays, incompleteness in documentation etc. by grantees;
- Follow-up with grantees, schedule field visits as needed;
- Disseminate deliverables to all stakeholders (internal and external);
- Track responses as per the timeline and secure approvals as needed. Coordinate between teams and the grantee to facilitate approvals and timely disbursement of payments;
- Respond to queries, resolve issues for grantees on a timely basis. Guide programme associates on the responding to queries, and assist in resolving issues for grantees on a timely basis.
- Ensure the smooth operation of all matters related to the planning, management and monitoring of the grant life cycle.

3.2 Programme management

3.2.1 Manage outputs and activities for grants:

- Prepare reports for technical lead and/or director and for funders;
- Assist in the development of program policies and procedures and the writing of external programme documents (e.g. requests for proposals, request for qualifications, announcements, review forms, etc.);
- Organize and manage logistics for programme events, such as selection panel meetings, advisory group meetings, programme-sponsored conference sessions and workshops (e.g. matchmaking, inception, pre-completion);
- Provide assistance to technical lead to track and manage the programme budget;
- Invite external reviewers for application screening and set these up in the grant management system;
- Track and follow-up with external reviewers to ensure timely reviews;
- Check reviews for adherence to guidelines and facilitate the payment process for each reviewer; and
- Notify applications on selection or rejection status. Monitor helpdesk activities and drive timely response to queries.

3.2.2 Pre-requisite stage management

- Coordinate with other 3ie teams, including the evaluation office, finance and the strategic communication office to secure inputs on technical design, project milestones, budgets, dissemination plans and so on during the pre-requisite stage of the grants; and
- Submit responses from potential grantees to respective 3ie units. Facilitate process for timely finalization.

3.2.3 Contract management and grant amendments

- Post internal approvals, prepare contracts (grant agreements) and secure sign-off from grantees and the executive director;
- Prepare tracking sheets with timelines, payment schedule linked to deliverables, approval status and other details;
- Translate and update grant related information and key documents on the grant management system. Initiate grant amendments (Letter of Variation) as and when required.

4. Qualifications and skills

4.1 Education, training and work experience

- Master's degree from a reputed institute, preferably in social sciences, development studies or related fields.
- At least seven to eight years of experience in project management and grant management in the development sector.
- Proficiency in Microsoft Office suite, particularly Excel.
- Basic understanding of grant management software, strategic communication approaches and tools.
- Experience with grant management (or similar relationship management) tools and practice, programme planning and monitoring, costing, budgeting and contracting.
- Understanding of the development sector and experience of working in a multicultural set-up.

4.2 Essential skills

- Strong written and spoken communication skills.
- Excellent relationship management skills and the ability to work independently and as part of a team.
- Attention to detail, ability to undertake analytical and strategic thinking.
- Exceptional planning and organization skills, with a proven ability to multitask and meet deadlines.
- Must possess interpersonal and multi-cultural sensitivity.

5. Eligibility

3ie is an equal-opportunity employer. We do not discriminate on the basis of sex, age, ethnicity, disability, caste, religion or sexual orientation. We particularly encourage women, ethnic minorities and differently abled persons to apply. Applicants must already have the right to work in India. Foreigners in India on a business visa do not qualify for this position.

6. Terms of Employment

The salary range for this position is competitive and commensurate, based on qualifications and experience. 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 and mention '3ie Program Officer' in the subject line. The applicant must provide the following information:

- A one-page cover letter highlighting experience most relevant to job description;
- Curriculum vitae (not to exceed two pages); and
- contact information for three professional references.

The deadline for sending applications is 30 November, 2020. Applications will be reviewed on a rolling basis and only the shortlisted candidates will be contacted.