



Chief of Staff, 3ie, Norway or UK

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, and is registered in the business registry of Norway where the Executive Director is based.

3ie is recruiting a Chief of Staff to support the Executive Director (ED) in managing the organisation. The preferred location of work is Norway or the UK, and candidates must have permission to work in one of these countries.

2. Position summary

At 3ie, we have recently launched our new strategy with an increased focus on forging strong partnerships, on strategic innovation and communication, and on project management excellence. To continue on this trajectory, we are searching for a highly qualified chief of staff who shares our passion for evidence-informed policymaking to work closely with our executive team.

The chief of staff will have an immediate impact on our productivity, streamlining strategic initiatives, overseeing programme management, and communicating objectives between departments. The ideal candidate will have proven experience in a business management role, with a special focus on executive-level advising and inter-departmental collaboration, and will be self-motivated with exceptional relationship management and coordination skills.

3. Main responsibilities

3.1 Strategic support to the ED

- Schedule high-priority meetings with donors, government officials, high-level networks, among others. Represent the organization in select external meetings.
- Plan and coordinate board meetings, including organization of the meetings, communication with board members, coordinating the ED's report to the board and the annual work plan report, providing support for the ED's presentations, and preparing minutes of the meetings.
- Manage the Senior Fellows (SF) programme, including the recruitment of SFs, regular liaising with SFs and the organization of SF events.

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- Assist 3ie's Senior Management Team (SMT) in setting the agenda for their meetings. Participate in the SMT meetings and other strategic meetings. Prepare minutes of these meetings and track meeting follow-ups.
- Prepare the ED for strategic meetings by ensuring availability of all the information necessary to be productive and engaged.

3.2 Planning and organization of 3ie's evidence week events

- Manage the events in close collaboration with the Strategic Communication Office (SCO);
- In the case of live events, support the identification and selection of venues, communication with local agencies, with hotels or conference centers as needed;
- Work on the agenda and overall programme with the scientific committee;
- Communicate with presenters, partners and sponsors; and
- Work closely with 3ie's Administration and Finance Office on bookings and payments.

3.3 Communication and relationship management

- Build and develop relationships with all employees for increased efficiency and effective responsiveness into existing operations, and help to define new operational strategies, working with the ED and/or SMT on special projects.
- Provide communication support such as by drafting newsletters, reports, pitch decks, speeches, and presentations on behalf of the ED and/or SMT.

3.4 Strategic planning and project management

- Drive the strategic planning process by acting as a project manager and ensuring alignment with the leadership team.
- Help determine key performance indicators and update dashboards as needed.
- Oversee organization-wide projects or initiatives, bring together important stakeholders and help drive decisions.
- Support with research, data analysis and make recommendations to the ED and/or SMT.
- Propose the creation of new systems and processes to streamline operations.

3.5 Editorial Associate, Journal of Development Effectiveness (JDeff)

- Work closely with the JDeff Managing Editor and 3ie SMT to set up topics for special issues, and follow up as required with designing call for papers or more targeted outreach to potential authors.
- Help identify potential papers that derive from 3ie's own work or from research by 3ie grantees or senior fellows.
- Manage the workflow of paper submissions, the peer-review process, and the publishing process through the ScholarOne™ Manuscripts workflow management system. The editorial associate will be responsible for keeping the process on track, provide guidance and help to editors, reviewers or authors who have queries about the system or process.
- Manage the metrics of the journal, as well as the budget and costs, to help inform strategic choices and decisions.

3.6 Hiring and management

- In partnership with the HR team, manage the hiring process for senior fellows and leadership roles reporting to the ED.
- Manage other members of the ED office, including hiring for support roles, consultants or agencies to support ED's priorities.

4. Qualifications and skills

4.1 Education, training and work experience

- Master's degree from a reputed institute, preferably in business administration, development studies or a related field.
- At least ten years of experience in providing executive-level support, project management and strategic advisory support in the development sector.
- Good understanding of 3ie's work and its competition. Experience working with similar organisations will be an advantage.
- Proficiency in Microsoft Office suite.

4.2 Essential skills

- Strong written and spoken communication skills, and confidence to independently reach out to donors and other stakeholders.
- Excellent relationship management skills and the ability to work independently.
- Strategic thinking, results-driven and the ability to get things done.
- Strong project reporting skills, with a focus on interdepartmental communication
- Ability to manage relationships and connect the dots across the organisation.
- Nimble business mind with a focus on developing creative solutions.

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 Norway or the UK.

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 Chief of Staff' 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 22 January, 2021. Applications will be reviewed on a rolling basis and only the shortlisted candidates will be contacted.