



## Research Associate, Synthesis and Reviews Office 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 (L&MICs). 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. Our work encompasses a wide range of topics, sectors and themes, including but not limited to health, nutrition, education, agriculture, governance, microfinance, climate change, humanitarian interventions, and social protection. 3ie is registered as a non-governmental organization in the United States. It has offices in New Delhi, London and Washington, DC.

### 2. Summary

To support work on systematic reviews and other evaluation studies, 3ie is inviting applications from qualified professionals to join the team as a Research Associate at our Synthesis and Reviews Office based in London. Remote work arrangements may be considered for exceptional candidates.

### 3. Key Responsibilities

As a member of the team, the research associate will undertake the following tasks:

- Contribute to the production of systematic reviews and evidence gap maps of evidence of the effectiveness of social and economic interventions in low- and middle-income countries. Activities include developing and carrying out a systematic search of the literature; screening titles and abstracts; critical appraisal; extracting data from the included studies; and synthesizing evidence
- Conduct analysis of the extracted data such as, for example, meta-analysis of quantitative information, thematic synthesis of qualitative information, and cost-effectiveness analysis.
- Help present the findings in a clear, concise way, and prepare reports for publication
- Contribute to the daily functions of the Synthesis and Reviews Office, including writing summaries of systematic reviews and providing assistance with seminar series, evidence week and other administrative tasks

#### London

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Some of the key performance metrics for the person in this role will be:

- Successful execution of tasks in systematic reviews and evidence gap maps, including screening, data collection and critical appraisal
- Contributing to successful analysis and completion of systematic reviews and evidence gap maps to publication standards, and
- Successful contribution to the daily function of the Synthesis and Reviews Office

The position will report to a senior evaluation specialist, who will provide regular guidance and mentoring. Subject to the approval of supervisors, the position includes professional development opportunities, such as attending relevant courses, participating in research with leading impact evaluation experts and/or publishing with 3ie's in-house publication series or external publications.

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

### **4.1 Education and Work Experience**

- A Master's degree in social science, political science, economics, public health or equivalent subject is required
- Three to five years of relevant work experience
- Firm understanding of development economics and international development issues
- Working knowledge of quantitative methods of impact evaluation. Previous experience of working on systematic reviews is preferable. Meta-analysis skills are desirable. Familiarity with the quality standards required by the Cochrane or Campbell Collaborations would be an asset
- Experience in conducting or supporting impact evaluations of interventions in developing countries is desirable

### **4.2 Qualification and Skills**

- Excellent presentation, communication (oral and written) and interpersonal and collaboration skills
- The ability to write clearly for people who may not have a technical training in research and evaluation
- Demonstrated initiative and ability to work independently
- Excellent computer literacy, including database management
- Experience of working in different cultural contexts, in different countries, and knowledge of the development issues in low- and middle-income countries is desired
- Experience in impact evaluation and in the use of research and evaluation in policymaking or development practice will be an advantage

## **5. Eligibility**

We will recruit one or more individuals with the right to work in the UK. Remote work arrangements may be considered only for exceptional candidates.

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. 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](mailto:jobs@3ieimpact.org) and include '3ie Research Associate-SRO' in the subject line. The applicant must provide, at a minimum\*, the following information:

- A cover letter, not exceeding one page, highlighting your qualifications and experience relevant to the terms of reference
- Curriculum vitae (not to exceed four pages).
- Contact information for three professional references

*\*Incomplete applications will not be considered*

The application deadline is **15 August 2021**. Due to the urgency to fill this role, applications will be reviewed, and shortlisted candidates interviewed on a rolling basis and 3ie reserves the right to close this advert before the above-mentioned date if sufficient applications are received.