



Programme Assistant 3ie, Synthesis and Reviews Office (SRO), 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.

We are seeking a Programme Assistant to work with 3ie's Synthesis and Reviews Office in London, UK. We may consider candidates based in one of our other office locations, i.e., in India/US. We may also consider a remote working arrangement, subject to the selected candidate's willingness and ability to work collaboratively with 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 online meetings, 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 the office. Process orders for general office supplies, allocating expenditure as agreed;
- Track and process invoices from consultants and other services rendered by the office, work with IT department on improving Time Reporting Software functions, prepare standard operating procedure for invoicing;
- 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;
- Support travel arrangements as needed, including visas, advances, travel insurance and reimbursement;

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- Responsible for timely reporting on the activities of SRO, including coordinating inputs to quarterly reports, the Executive Director's report and any reports required by funders;
- Responsible for preparing and submitting annual budget and contributing to developing the annual workplan;
- Assist SRO projects staff with administrative tasks as required; and provide administrative and logistical support to the SRO Programme as required.

2.2 Communications and event management

- Assist with logistical arrangements of events, including conferences organised by 3ie London office;
- Manage 3ie UK and SRO admin email addresses;
- 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 London School of Hygiene & Tropical Medicine (LSHTM) and London International Development Centre (LIDC) to get the adverts on their websites. Answer any seminar-related queries that come to the 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 Assistant will also be expected to provide support to the International Development Coordinating Group (IDCG) secretariat of Campbell, hosted by the 3ie London Office, including the following:

- Invite researchers to review protocols and full reports;
- Consolidate peer-review comments to support editors in producing action letters;
- Support the Managing Editor in IDCG tasks as required; and
- Organise and take minutes of the monthly management meetings, and meetings with the broader editorial group and the advisory group as required.

2.4 Consultancy pool management

- Facilitate consultants' recruitment process, including drafting job descriptions, coordinating with HR and Finance on all administrative and financial matters, arranging shortlisting, interviews and drawing up contracts;
- Monitor expiring contracts and initiate their extension, receiving necessary approvals, preparing procurement memos, providing HR staff with the necessary documents and details;
- Communicate with consultants on different queries and updates;
- Update different databases, including Time Reporting Software and the consultancy tracker, and other related tasks as needed.

2.5 Business Development responsibilities

- Monitor business development opportunities;
- Act as bid manager for proposal preparation, preparing and collating material for funding applications, ensuring knowledge of funders' terms and conditions and coordinating inputs from internal and external collaborators;
- Draft budgets for funding applications, providing guidance to Principal Investigators, ensuring the budgets are costed sufficiently, with accuracy and according to both 3ie and the funder's terms and conditions.

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 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 in an environment 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;
- 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);
- Interest in promoting evidence-informed decision-making in low- and middle-income countries;
- Three to five years of relevant work experience.

4. Eligibility

The successful candidate must have the right to work in the UK. However, remote working can also be considered in case of 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.

5. Terms of Employment

The post is for maximum 40 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 jobs@3ieimpact.org and include '3ie Programme Assistant' 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 September 2021**. Due to the urgency to fill this role, applications will be reviewed, and shortlisted candidates interviewed on a rolling basis. 3ie reserves the right to close this advert before the above-mentioned closing date if sufficient applications are received.