



Terms of reference

Policy, advocacy and communication assistant

3ie, New Delhi

1. Background

[The International Initiative for Impact Evaluation \(3ie\)](#) is an international grant-making NGO promoting evidence-informed development policies and programmes. We are the global leader in funding and producing and synthesising high-quality evidence of what works, for whom, how, why and at what cost. We believe that better policy-relevant evidence will make development more effective and improve people's lives. 3ie is a registered non-governmental organisation in the US. It has offices in New Delhi, London and Washington, DC.

2. Summary

The advocacy and communication team within the Policy, Advocacy and Communication Office (PACO) is responsible for developing effective approaches to communicating research, advocating for evidence-informed policymaking and programming and promoting commitment to evaluation. The team anchors 3ie's internal and external communication, including producing content and maintaining the 3ie website and producing knowledge and communication products.

3ie is looking for a dynamic policy, advocacy and communication assistant to provide efficient and effective project and information management support to the director and other PACO staff to ensure effective team performance in all areas of PACO operations. The policy, advocacy and communication assistant will report to the director, PACO.

3. Key responsibilities

3.1 Grants management

- Maintain and improve the PACO grants management information system for assigning and tracking team responsibilities, tasks and deadlines for grant management and provide monthly updates;
- Coordinate and contribute to 3ie grant call launches, including ensuring launch process guidance is followed in by PACO and with the commissioning office;
- Contribute to the development and maintenance of information management tools and process guidance to ensure 3ie has an efficient and effective grant development and management process;
- Support the regular monitoring of grantee policy engagement and communication and extract data on citations of the studies and publications produced as part of the grant;

New Delhi

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

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

3.2 Project and information system management

- Assist in delivering PACO project management by managing PACO-related invoicing and other procurement, liaising with the finance office
- Liaise with the programme office on contracting, payments and other administrative support;
- Provide support for existing projects and new project development and draft and edit short research summaries, annotated bibliographies and other documents;
- Track and report on the status of PACO team's weekly schedule of tasks and major deliverables;
- Provide PACO-related data and information to other office management information systems (MIS) in a timely and satisfactory manner;
- Coordinate and contribute to compiling information for donor reporting and reviews;
- Support development and maintenance of other management information systems needed for the successful operation of PACO responsibilities;
- Participate on inter-office working groups collaborating on MIS; and,
- Provide other project management support as assigned.

3.3 Communication and outreach

- Support editing of 3ie publications, marketing and branding materials assigned;
- Work with team members on drafting content for the website, setting up new webpages, maintaining and updating website content, including liaising with other offices;
- Provide support for 3ie events including the seminar series, evidence weeks in New Delhi, London and Washington DC and other international events 3ie participates in

3.4 Administrative

- Coordinate organising and documentation of PACO team meetings;
- Maintain the PACO Director's calendar; and,
- Provide other PACO administrative support as assigned.

4. Qualifications and skills

4.1 Education and work experience

- MA or MSc in a field directly relevant to international development
- One to two years of development project work experience in sector relevant to 3ie's work and requiring understanding of social science research and evaluation in development;
- At least one year of work with project management responsibilities;
- Experience working with management information systems related to project management and tracking deadlines and deliverables; and
- Work with an international development agency or development NGO is desirable.

4.2 Skills

- Superior English-language writing and editing skills;
- Excellent organisational skills, including experience using online project management tools;
- Advanced knowledge of MS office applications including Word®, Excel®, Access® and PowerPoint®;
- Proven ability to multi-task, support multiple team members working to different deadlines;
- Proven ability to work independently with minimal supervision and work in a fast-paced, deadline-oriented team; and,
- Must like to take initiative and problem solve.

5. Eligibility

3ie is an equal-opportunity employer. We do not discriminate on the basis of sex, age, ethnicity 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

Salary will be commensurate with qualifications and salary history.

7. How to apply

Please apply by e-mail to jobs@3ieimpact.org with the following application materials listed below. Please include “Policy, advocacy and communication assistant” in the subject line. Incomplete applications will not be considered. The applicant must provide, at a minimum, the following information:

- A cover letter, not exceeding one page, highlighting your experience relevant to the terms of reference;
- Curriculum vitae (not to exceed two pages);
- Writing sample (please indicate if it is co-authored or produced by self); and
- Contact information for three references

Only shortlisted candidates will be contacted. The interview process will include writing and editing tests.

The position will be open until filled.