



Job announcement
Policy, advocacy and impact associate
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.

The Policy, Advocacy Office (PACO) is responsible for developing effective approaches to communicating research, advocating for evidence-informed policymaking and programming and monitoring, evaluating and reporting on evidence impact. The team anchors 3ie's internal and external communication, including producing content and maintaining the 3ie website and producing knowledge, advocacy and institutional publications.

2. Position summary

3ie is looking for a dynamic policy, advocacy and impact associate with a background and training in research methods, a keen interest in evidence-informed decision-making and some experience in project management and/or evaluation. The successful candidate shall have a background and training in research methods, a keen interest in evidence-informed decision-making and some experience in project management and/or evaluation. S/he will have training and/or work experience related to development in India, and preferably in other low- and middle-income countries, and will support a range of key work areas related to evidence uptake and use and our advocacy. Ideally, s/he will have training and experience related to promoting evidence-informed decision-making and will provide engagement and evidence use monitoring and management inputs as part of 3ie grant management teams. S/he is expected to be proficient in the use of systematic tools and methods to analyse context, engagement and evidence uptake and use.

The policy, advocacy and impact associate will produce briefs, reports, and internal and external communication, and provide research and management support to the director. S/he shall have worked in some way on research-related work, have exceptional writing skills and be very well organised and highly productive. S/he will be a self-starter, an early-career professional with a passion for sustainable, inclusive and equitable development, and with a can-do, team player attitude.

New Delhi

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3. Main responsibilities

3.1 Grants management – promoting policy relevance and evidence use

- Be responsible for managing evidence uptake and use inputs to 3ie grants management.
- Monitor 3ie grants for instances of evidence use; extract data, conduct interviews; and produce evidence summaries
- Use 3ie tools and methods to validate evidence use claims and write reports or publications related to evidence use from 3ie-funded studies.
- 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 ongoing improvements in our research and analytical tools, processes and outputs.
- Contribute to the development and maintenance of information management tools and guidance to institutionalise team processes.

3.2 Advocacy and communication – promoting evidence-informed decision-making

- Develop research communication and engagement plans for assigned evidence programmes
- Produce the weekly internal newsletter, bimonthly external newsletter Support editing of 3ie publications, marketing and branding materials assigned.
- Draft content for the website, including setting up new webpages, maintaining and updating website content related to project assignments.
- Produce briefs, including ones on evidence use and various ones from evidence programmes.
- Contribute to advocacy campaign events and publications.

3.3 Team support, management and reporting

- Provide support for existing projects and new project development and draft and edit short research summaries, annotated bibliographies and other documents for the director.
- Track and report on the status of PACO team's weekly schedule of tasks and major deliverables.
- Coordinate and contribute to compiling information for donor reporting and reviews.
- Support development and maintenance of other management information systems needed for the successful team operation.
- Provide other project and administrative support as assigned.

4. Qualifications and skills

4.1 Education, training and work experience

- MA or MSc in a field directly relevant to international development that included formal training in research methods or substantive work experience using these methods

- At least three years' relevant development project work experience in a sector relevant to 3ie's work and requiring understanding of social science research and evaluation in development
- Training and work experience in evaluation is highly preferred
- Demonstrated project management responsibilities; preferably with project management certification
- Work with an international development agency or NGO is highly desirable.

4.2 Essential skills

- Quantitative and qualitative research methods
- Superior English-language writing and editing skills
- Excellent organisational and project management skills
- Advanced knowledge of MS office applications
- Proven ability to multi-task and support multiple team members or projects
- Proven ability to work with minimal supervision in a fast-paced, deadline-oriented team
- Ability to work to multiple deadlines and delivering quality work while being highly productive
- Must be able to problem solve

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 with the following application materials listed below. **Applications that do not include a separate cover letter will be rejected without review.** Please include 'Policy, advocacy and impact associate application' 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);
- Writing sample (please indicate if it is co-authored or produced by yourself); and
- Contact information for three references

Only shortlisted candidates will be contacted. The interview process will include writing and editing tests. **Applications will be reviewed on a rolling basis until the position is filled.**