

# Associate Research Manager

## Position Summary

IPA Sierra Leone seeks an Associate Research Manager to oversee a portfolio of research projects and support new project development. The Associate Research Manager will oversee an existing portfolio of 3-4 studies that span the sectors of education, health, and governance. This is a unique opportunity for an outstanding individual to provide strong leadership and act as a critical bridge between leading academic researchers, policymakers, and staff implementing research on the ground. The Associate Research Manager must possess the technical skills to ensure the highest quality and rigor in the design and implementation of our research, the communication skills (written and verbal presentation) to maintain strong connections with our clients and partners (present and potential), and the managerial skills to efficiently and effectively manage complex workflows, staff teams, and project finances (i.e. budgets, grants).

As an ideal candidate, you not only have a solid technical foundation in impact evaluation methodology, but you can also independently guide and direct the activities that happen both upstream and downstream of any rigorous, randomized evaluation (i.e. mapping theory of change, measurement design and piloting, data analysis, results communication, etc.). You enjoy leading high-performing teams that drive the production of the highest quality research for our clients and partners. You excel in solving problems using clear, strategic, and creative thinking. You have a strong social acumen and are excited about the opportunity to broaden, deepen, and manage meaningful relationships with high-level clients and partners across the public and private sector. You have rock-solid communication skills to navigate conversations with implementing partners, donors, and academic researchers.

## Responsibilities

This position is ideal for a bright, go-getter, energetic self-starter, who has previous research experience implementing RCTs and a strong understanding of economics, data management, and analysis. The Associate Research Manager will work closely with and be mentored by the Country Director on a range of topics, including new project development, stakeholder management, and staff development. Specific responsibilities include some of the following:

- Directly supervise, coach, and mentor 3 to 5 project research staff (Research Associates and Field Managers) in implementing complex research projects with an expectation for their professional development
- Support with transitions, onboarding of new research staff, and maintaining “institutional memory” of project activities.

- Manage close relationships with investigators in multiple research institutions, funders, and implementing partners to ensure successful projects
- Supervise research project teams to code high-quality technical deliverables, such as complex digital surveys, data flow, and data quality control systems, advanced statistical analysis, and technical reports
- Plan and supervise survey implementation, data quality assurance, data cleaning, data analysis, and other activities related to rigorous impact evaluation implementation
- Oversee project financial management, including creation and monitoring of project budgets, and ensuring smooth integration of projects into IPA financial systems
- Maintain compliance with IPA and donor policies and procedures as well as the country law
- Support the development of new projects in the Liberia portfolio with the Country Director, Regional Director, and Global Business Development team by establishing relationships with researchers, implementers, and funders, and developing opportunities and proposals
- Lead training on data management and general project management for new/incoming project research staff
- Promote inter-project best practices and take a lead in sharing best practices with projects through formal and informal training opportunities
- Be the point of contact for data management and analysis support for project staff by serving as the link between projects and IPA headquarters
- Attend meetings with local government officials and partners to ensure the success of both project-specific and key IPA programmatic activities
- When requested, support the dissemination of results via presentations and reports to academic and non-academic audiences
- Perform related duties as assigned by the supervisor

## Qualifications

### Required

- Master's Degree in a quantitative social science, such as economics, statistics, or public policy
- 3 years of relevant work experience in research, international development, and project management
- Experience supervising large data collection research projects, including leading survey design, implementation, and data management
- Excellent management and organizational skills, detail-oriented, and ability to work independently and be supervised remotely
- Demonstrated in-depth technical knowledge of RCTs, research and economic concepts, and quantitative analysis are required
- Superior knowledge of STATA and digital data collection platforms (preference for Open Data Kit, Survey CTO) is required (Stata proficiency of short-listed applicants will be tested)
- Experience working in a developing country required; experience working in Africa is

strongly preferred

- Strong written and oral communication skills and complete fluency in English are required
- Ability to present information in an insightful and structured manner, both written and oral, including experience in effectively communicating with internal and external partners
- Cultural sensitivity and demonstrated ability to work successfully with diverse constituencies required
- Interest in contributing to the improvement of existing organizational and operational systems, as well as team technical capacity building
- Detail-oriented, flexible, self-motivating, able to manage multiple tasks efficiently and under pressure, team player

### **Preferred**

- Prior experience working with academic researchers in the fields of economics or quantitative political science
- Experience supervising staff (beyond temporary survey team); experience nurturing and growing staff for new roles in an organization
- Prior experience in business development or grant writing

## **Reports to**

Country Director

## **Location**

Sierra Leone

## **Application Instructions**

[Click here to apply!](#)

## **About IPA**

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence of which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to a

tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

### **IPA's Commitment to Diversity, Equity, & Inclusion (DEI)**

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click [here](#) to learn more about IPA's commitment to diversity, equity, and inclusion.

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Innovations for Poverty Action is an affirmative action-equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at [jobs@poverty-action.org](mailto:jobs@poverty-action.org) or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to [jobs@poverty-action.org](mailto:jobs@poverty-action.org). Please note that only qualified applicants will be contacted by the hiring manager.