Associate Research Manager

Summary

The (Associate) Research Manager will manage a portfolio of two to three research projects, each of which is staffed with a team of 1 to 3 regular staff. These projects include a Process Evaluation of six implementing partner organizations working on out of school children (OOSC) pilot interventions in Uganda and Ethiopia. As part of their supervisory role, the (Associate) Research Manager will work closely with the Uganda country office team to ensure credible and responsible data collection, cleaning, and analysis. The (Associate) Research Manager is also expected to work closely with the Right-Fit Evidence (RFE) team, to engage implementing partners in building their capacity to carry out more effective data collection, cleaning, and analysis. In addition, the (Associate) Research Manager will participate in IPA Uganda Senior Management discussions and contribute to the development of new projects, policy outreach, and capacity building.

Responsibilities

- Working closely with the Country Office and RFE team, ensure sound logistics for advance planning and smooth execution of data collection, data cleaning, and data analysis for portfolio of projects
- Keep the Country Director and RFE team appraised of all developments on the projects in their portfolio, and serve as key link between the field office, project staff, and implementing partners
- Ensure project adherence in the field to research design, sample selection, data management and analysis, and overall project management
- Oversee country office allocation of project financial management, including creation and monitoring of project budgets, and ensure smooth integration of projects into IPA financial systems
- Work with field office staff to ensure sound human resource and operational management of projects
- Directly supervise project research staff (Research Associates and Field Managers), and help with transitions, on-boarding of new research staff and maintaining “institutional memory” of project activities
- Ensure that project deliverables, such as reports and financial statements, are submitted to donors and partners on time
- Lead training on data management and general project management for new/incoming project research staff
- Integrate capacity building of implementing partners to the degree possible in data
collection, cleaning, and analysis
• 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 success of both project specific and key IPA programmatic activities
• Support the Country Director in the development of new research studies in cooperation with principal investigators and partner organizations

Qualifications
• Master’s degree in related field, such as development economics, public policy, public health, or education policy
• Five years of research or project management experience
• Strong budgeting and financial management skills
• Strong written and oral communication skills and complete fluency in English is required
• Experience supervising data collection, teams of field workers, survey design and implementation and data management.
• Cultural sensitivity and demonstrated ability to work successfully with diverse constituencies required; developing country experience required
• Demonstrated ability to mentor and train staff and partner organizations in data collection, cleaning, and analysis
• Strong qualitative and quantitative skills
• Experience conducting process evaluations
• Experience with electronic data collection platforms (SurveyCTO, KoBo, etc.)
• Significant education sector expertise
• Demonstrated ability to work with donors and partner organizations; experience with grants management
• Flexible and proactive work ethic with a demonstrated interest in the vision and mission of IPA

Additional Desired Qualifications:
• Advanced experience with data management and applied statistics
• Experience with interventions for out of school children (OOSC), refugees, and internally-displaced persons (IDPs)
• Experience with presenting research findings at public forums, including to non-research focused audiences

Application Instructions
Apply now

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 on 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 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.

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 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.

**Please note that only qualified applicants will be contacted by the hiring manager.**