Research Associate

Position Summary

Innovations for Poverty Action (IPA) is an international non-profit research organization. Based in New Haven, CT, with offices in Washington, D.C. and worldwide, IPA works with development partners and academic researchers to create and evaluate approaches to solving development problems, to communicate “what works” in development and to scale up successful projects in a variety of fields, including health, education, microfinance, governance, and agriculture.

We believe the most effective solutions are locally grounded. We have built a strong locally led presence in 22 countries across Africa, Asia, Latin America, and the Caribbean. In Ghana, IPA has been conducting research since 2004. Since its official registration in 2008, IPA Ghana has continued its tradition of rigorous, applicable research by building foundational research capacity and conducting evaluations across multiple sectors, including education, health, and agriculture.

IPA Ghana seeks qualified applicants for Research Associate positions for research projects to be based in Tamale, with frequent travel to remote field locations within Ghana. A Research Associate at IPA is generally in charge of one specific long-term research project, which can be related to various sectors, including education, financial inclusion, public health and agriculture.

Responsibilities

The Research Associate will perform a variety of tasks related to managing day-to-day research activities, from planning to implementation and monitoring quality. These include, but are not limited to:

- Document all activities related to the project, including preparation of progress and results reports for Principal Investigators, partners, and funding agencies, and sharing them in a timely manner.

- Conduct pilot survey exercises, provide feedback on field operations and survey instruments, and refine and finalize survey instruments in collaboration with the Principal Investigators.

- Manage surveyors recruitment, training, management and evaluation.
- Plan, conduct and lead field research activities including training field staff, team planning and logistics, and data collection.

- Ensure adherence to data quality protocols, managing data quality audits and running high frequency checks guided by IPA protocols and monitoring systems.

- Ensure that research data and outputs are stored in a confidential and systematic fashion.

- Assist in the preparation of research reports, briefs and other documents for management, the Principal Investigators, donors and other external parties.

- Assist in managing IPA relationships with implementing partners and other high-level stakeholders involved with the project.

- Assist in the enforcement of all IPA Ghana human resources and security policies.

- Develop and monitor activity-specific budgets for the project.

- Work with IPA Ghana’s Finance Team to keep detailed records of all project activities and establish systems to ensure the efficient disbursement and reconciliation of project funds; and Perform other work-related duties that may be assigned.

**Qualifications**

- Education: Bachelor’s degree in education, economics, statistics, public policy, or other quantitative social science disciplines (Master’s degree preferred).

- Quantitative Skills: Strong technical understanding of econometrics, psychometrics, and/or data science is strongly preferred.

- Demonstrated proficiency in the use of statistical software such as Stata or R, and experience with data management and data cleaning.

- A minimum of 2 years of work experience is required. Experience managing field staff, partner liaison and relationship management in developing countries is strongly preferred.
• Excellent management and organizational skills; ability to successfully complete assigned tasks and meet deadlines required.

• Communication Skills: Strong oral and written communication skills in the English language are required.

• The ability to communicate effectively with diverse audiences including the Principal Investigators, the IPA Ghana management team, implementing partners, government officials, and field staff

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 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.

Reports to

Research Manager
Deadline to Apply

Applications will be reviewed on a rolling basis until the position is filled

Desired Start Date

As soon as possible

Location

Tamale, Ghana

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.