

# Associate Research Manager

## Position Summary

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 decisionmakers 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 830 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

IPA is looking for a Research Manager (RM) to manage a portfolio of evaluations in Peru and other Latam countries under the supervision of IPA's Peru Office. This is also an exciting opportunity to support project development in different sectors and countries. The RM will be responsible for the management of 3-5 evaluations, including hiring and managing project staff, working with Principal Investigators (PIs), and coordination with government, NGOs, private sector partners and funders.

The RM will be a core member of the IPA Peru management team and contribute to ensuring compliance of policies and procedures, development of new projects, stakeholder outreach and capacity building.

## Responsibilities

1. Ensure adherence to research design, research and data quality protocols, and project timelines
2. Keep country leadership apprised of all developments on projects within their portfolio and serve as a key link between the field office, project staff, and Principal Investigators.
3. Directly supervise Research Associates, Research Analysts, on-board new staff, and lead transitions while maintaining institutional memory.
4. Manage grants and ensure project deliverables, such as reports and financial statements,

are submitted to donors and partners on time.

5. Oversee project financial management, including creation and monitoring of project budgets and ensuring smooth integration of projects into IPA's financial systems.

6. Build systems and structures to build staff capacity and lead training on data management and general project management.

7. Promote inter-project best practices and take a lead in sharing best practices with projects through formal and informal trainings and knowledge management systems.

8. Represent IPA in regular meetings with government officials, donors, and other partners to ensure the success of programmatic activities.

9. Support the development of new projects in the region through PI, partner, and donor outreach and writing grant proposals.

11. Conduct capacity building workshops in impact evaluation for government, NGO, and private sector partners.

## Qualifications

### Required

- Bachelor in development economics, public policy, global health, international education or a related field;
- At least 4 years of experience in managing multiple projects with increasing responsibility;
- Experience supervising data collection (in Peru), teams of field workers, survey design and implementation and data management; background in randomized control trials;
- Experience with presenting research findings at public forums, including to non-research focused audiences Experience with data management, econometrics, and electronic data collection platforms;
- Strong quantitative, budgeting and financial management skills;
- Advanced knowledge of quantitative data collection relevant to measurement and instrument development;
- Experience interacting with partners, government officials and other key stakeholders in a developing country context;
- Experience working in Stata or any statistical packages preferably R and/or CPro;
- Strong attention to detail, with a quality-focused mindset;

- Ability to work independently and problem-solve, as well as enlist the support of other teams within the organization;
- Cultural sensitivity and demonstrated ability to work successfully with diverse constituencies;

### **Preferred**

- Master in development economics, public policy, global health, international education or a related field;
- Advanced skills in Stata or any statistical packages preferably R, Python
- Experience supervising data collection outside Peru

## **Reports to**

Country Director

## **Deadline to Apply**

May 26th, 2024

## **Location**

IPA Peru Office

## **Application Instructions**

Click [here](#) to apply now.

## **About IPA**

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## 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.