

IPA Colombia Previous Policy Roles Descriptions (as reference only)

1. Project Development and Policy Associate

Summary

Innovations for Poverty Action in Colombia seeks Project Development and Policy Associate to support IPA Colombia's development and policy team. The Project Development and Policy Associate will play a key role in the growth of new business for IPA Colombia in addition to supporting the development and implementation of the country office policy and communications strategy. The Associate will work closely with country office research and policy leadership to grow IPA's project portfolio of research and policy engagements by developing new projects with researchers and partner organizations, preparing proposals for funding opportunities as they arise and generating opportunities for disseminating study results and tracking policy impact.

Responsibilities

Project/Business Development support (70%):

- Work with country office leadership to develop new projects/engagements in collaboration with principal investigators and partner organizations.
- Prepare project budgets and proposals in response to funding opportunities.
- Outreach to new researchers, partner organizations, and funders to share IPA's work and explore potential opportunities for collaboration.
- Maintain engagement with current/past researchers and partners with the aim of developing new projects and expanding existing projects.
- Work closely with IPA's global business development team and be an active member of IPA's global business development community of practice.
- Coordinate across country offices and global teams in the development of large- scale funding proposals

- Identify and track funding opportunities, donor interests, actual/potential competition.
- Coordinate record-keeping of proposals through updating of Salesforce and PD trackers.
- Seek feedback from funders on proposals that are not successful.

Policy, partnership and communications support (30%)

- Support Associate Director, Policy and Development and Policy Manager(s) in developing new projects, partnerships and initiatives in Colombia, establishing, expanding and managing relationships with the government, researchers, implementing partners and funders, and developing and identifying new windows for the development of research projects.
- Support Policy Manager(s) in research and learning proposals including technical proposals, budgets, evidence reviews and data, administrative documents, among others.
- Keep track of potential research and learning opportunities in collaboration with Policy and Research Manager(s).
- Support research teams in developing and implementing policy and communications plans for research and learning projects.
- Support Policy Manager(s) in the development and implementation of the communications strategies for key research and learning projects.
- Support the implementation of IPA's Colombia strategic plan.

Qualifications

- Undergraduate degree in economics, development, international relations, public administration, public policy or a closely related field.
- At least 3 years of work experience after obtaining the first undergraduate degree, preferably related to policy and research.
- Ability to understand academic research studies and analyze bodies of research.
- Experience in drawing policy lessons from these and communicating them to various audiences.
- Familiarity with impact evaluations and specifically with randomized experiments.
- Ability to manage relationships with partners and counterparts.
- Ability to handle multiple tasks simultaneously and lead teams.
- Ability to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service.
- Capacity to plan and be organized, have attention to detail and ability to work in a team and individually.

- Excellent verbal and written communication skills in English and Spanish including the ability to communicate effectively and assertively.

2. Policy Associate/Senior Policy Associate

Summary

Innovations for Poverty Action in Colombia seeks Policy Associate (PA)/Senior Policy Associate (SPA) to support IPA Colombia's policy and partnerships team. The PA will support IPA's engagement with policy partners and key stakeholders in Colombia in a variety of sectors to effectively disseminate and communicate research results. The Policy Associate will support engagements with local and international strategic stakeholders to share existing evidence in programs and policies and develop new related research projects in Colombia. This position will grow IPA's policy outreach and research in Colombia, identifying, creating, and implementing evidence-to-impact initiatives with our partners.

Responsibilities

- Support Policy Manager(s) in developing new projects, partnerships and initiatives in Colombia, establishing, expanding and managing relationships with the government, researchers, implementing partners and funders, and developing and identifying new windows for the development of research projects.
- Support Policy Manager(s) in research and learning proposals including technical proposals, budgets, evidence reviews and data, administrative documents, among others.
- Keep track of potential research and learning opportunities in collaboration with Policy and Research Manager(s).
- Support research teams in developing and implementing policy and communications plans for research and learning projects.
- Support Policy Manager(s) in the development and implementation of the communications strategies for key research and learning projects
- Support the development and implementation of IPA's Colombia strategic plan.

- Identify and keep track of funds for the development of impact evaluation projects, innovation labs, monitoring and evaluation, or other projects in Colombia in the field.
- Perform other tasks assigned by the supervisor.
- Maintain compliance with all organizational policies and procedures.

Requirements

- Undergraduate degree economics, development, international relations, public administration, public policy or a closely related field
- At least 2 years of work experience after obtaining the first undergraduate degree, preferably related to policy and research projects.
- Ability to understand academic research studies and analyze bodies of research.
- Experience in drawing policy lessons from these and communicating them to various audiences.
- Familiarity with impact evaluations and specifically with randomized experiments.
- Ability to manage relationships with partners and counterparts.
- Ability to handle multiple tasks simultaneously and lead teams.
- Ability to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service.
- Capacity to plan and be organized, have attention to detail and ability to work in a team and individually.
- Excellent verbal and written communication skills in English and Spanish including the ability to communicate effectively and assertively.

3. Policy Manager

Summary

Innovations for Poverty Action in Colombia seeks a Policy Manager (PM) to manage IPA Colombia's migration portfolio and partnerships. The PM will lead IPA's engagement with high-level policy partners and key stakeholders in Colombia and the region, including themPresident's Office, Ministers and their direct reports and directors of other government and non-government agencies working on venezuelan migration. The Policy Manager will engage with local and international strategic stakeholders to identify and prioritize needs, share existing evidence to inform program and policy design and

delivery, and develop new research projects. This position will grow IPA's policy outreach and research in migration in Colombia and the region, identifying, creating, and implementing evidence-to-impact initiatives with our partners.

Responsibilities

- Support the development of new projects, partnerships and initiatives in Colombia and the region, establishing, expanding and managing relationships with the government, researchers, implementing partners and funders, and developing and identifying new opportunities for the development of research projects.
- Equip partners in the sector to apply the results of rigorous research at scale, improving outcomes for the target population.
- Lead dissemination activities with the objective of strategically sharing evidence with key stakeholders and equipping policymakers for evidenced-based decision-making.
- Support the development and implementation of IPA's Colombia strategic plan.
- Identify and secure funds for the development of impact evaluations, innovation labs, monitoring and evaluation, or other policy-focused projects in Colombia.
- Perform other tasks assigned by the supervisor.
- Maintain compliance with all organizational policies and procedures.
- Drive IPA's evidence-to-impact strategy in the migration sector in Latin America.
- Support country & sectoral policy teams to identify, cultivate, and manage high impact policy opportunities in the field.
- Identify, develop, and steward high-potential partner relationships, particularly with senior levels within government or large organizations, in the migration sector across Latin America.
- Proactively identify policy funding and policy-relevant research business development opportunities in the field of migration and pursue these opportunities in collaboration with IPA staff based in the region.

- Provide guidance & proactive support to country policy and management teams, especially those in LAC and for opportunities related to migration, in strategic events for policy purposes, including but not limited to summits, conferences, workshops, technical working groups, and round tables; represent IPA at these events.
- Provide other guidance to country teams to design and execute on their policy strategies.

Requirements

- Master's degree in economics, development, international relations, public administration, public policy or a closely related field strongly preferred.
- 5+ years of relevant experience analyzing and communicating complex research results to various audiences, including at least 3 year of experience working closely with large NGOs or governments, preferably in a developing country context.
- Significant knowledge of and experience in the migration sector in Colombia and the region highly preferred.
- Knowledge of and demonstrated interest in the use of impact evaluation methodology to improve public policy decisions.
- Exceptional ability to understand academic research studies and analyze bodies of research.
- Expertise in drawing policy lessons from these and communicating them to various audiences.
- Excellent management and organizational skills.
- Excellent communication skills, including clear, precise, non-technical written and presentation skills; requires a strong written "voice" and ability to write in various voices as needed as well as effective spoken communication and presentation style.
- Fluency in both English and Spanish.
- Proven ability to multitask and successfully complete projects on tight deadlines with little supervision.
- Willingness to work hard, be self-motivated, learn, and adapt quickly will be essential for doing well in this position.

- Ability to supervise staff and manage projects independently.
- Strong ability to manage up and across.
- Experience with IPA and/or partner institutions preferred.