



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title: IGC Policy Economist for the Country Programme – Jordan and Lebanon**

**Department/Division: International Growth Centre**  
**Accountable to: Country Programme Manager**

### Job Summary

The International Growth Centre aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia. The IGC works closely with partner governments to generate high quality research and policy advice on key growth challenges, focusing on four themes: state effectiveness, firms, cities and energy. IGC's current partner countries include Bangladesh, Ethiopia, Ghana, India, Kenya, Mozambique, Myanmar, Pakistan, Rwanda, Sierra Leone, Tanzania, Uganda and Zambia. We also have flexible engagements in more fragile states, including Liberia, South Sudan and Afghanistan. Based at the London School of Economics and Political Science (LSE) and in partnership with the University of Oxford, the IGC is funded primarily by the UK Department for International Development (DFID), with support from the Rockefeller Foundation and Bill & Melinda Gates Foundation.

IGC Policy Economists for the Country Programme (Policy Economists) lead on the management and coordination of individual country programmes from the LSE Hub. This current position will be part of IGC's engagement in Jordan and Lebanon, as well as additional Country Programmes. Policy Economists support the implementation of country strategies and the in-country policy engagement and research portfolios with the aim of maximising policy impact, jointly with country teams where relevant. They work with the Country Programme Manager to facilitate cross-country learning and enhance the effectiveness of the Country Programme as a whole. They also take responsibility for the implementation of our engagement strategy for one of our IGC themes or initiatives, contributing to the writing and dissemination of high-quality policy and research outputs to promote innovative growth policy ideas.

### Duties and Responsibilities

1. Management and coordination of selected country programmes from the LSE Hub
  - Lead on the management and coordination of individual country programmes from London, with an expectation of frequent travel and extended visits in-country. This position will be part of IGC's engagement in Jordan and Lebanon, in addition to other countries.
  - In countries without a resident country team (such as Jordan and Lebanon), work proactively with the Country Leadership Team and LSE Hub to:



- Develop, implement, and monitor a forward-looking country strategy and day to day work programme, ensuring the integration of policy and research agendas,
    - Establish relationships with stakeholders (including government authorities, donors, and other domestic public and private sector stakeholders).
  - In countries with resident country teams, support the work of the country team (Country Leadership Team and Country Economists) in doing the above.
  - Take responsibility for the following tasks, jointly with country teams where relevant:
    - Programme management of individual country programmes, including keeping work plans updated, drafting terms of reference documents, securing project approvals, budget management, forecasting, ensuring value for money, and reporting on impact.
    - Facilitating development of research projects to address country demands and priorities, including identifying relevant researchers.
    - Dissemination of research and policy findings in country, including supporting and contributing to written outputs including blogs and policy briefs and growth events.
2. Supporting management of the IGC Country Programme at the Hub
- Support the Country Programme Manager and Country Programme Director by taking on selected delegated tasks concerning the management of the entire IGC Country Programme. This will include, among others, the following tasks:
    - Support the setting of annual budgets across the Country Programme and monitor forecasting and spending.
    - Assist in the recruitment processes for country team members.
    - Ensure the quality and relevance of IGC research by reviewing and preparing the evaluation of research projects as part of our regular calls for proposals, feeding country policy priorities into the commissioning process.
  - Take responsibility for regular reports on IGC activity for dissemination externally and internally, including annual and other reports for IGC donors.
  - Together with the Country Programme Manager, contribute to the wider organisational development of the IGC. This may include reviewing proposals for changes on IGC internal processes and contributing to the development of proposals for organisational or initiative funding.
3. Thematic responsibility and cross-country learning
- Support the Research and Policy Director and the Evaluations and Communications Director in setting and implementing policy engagement plans for one of the IGC themes, or one of the IGC's policy influencing initiatives:
    - Become an expert in the IGC's research findings and typical policy issues faced by countries in this area; identify further opportunities for IGC thought leadership.
    - Build and maintain connections with IGC researchers in this area. Support researchers in engaging with national, regional and global policy communities, with the aim of maximising the policy impact of IGC research. Support commissioning of potentially high-impact and policy relevant new research.
    - Work with LSE Hub and country teams to implement the engagement strategy, to design/ identify and participate in research workshops and external events.
  - Co-author synthesis pieces including growth briefs, policy briefs, blogs, research reviews including working with the Communications Team to maintain an active online presence for one of the IGC themes.
  - Lead on the distribution of research and policy findings across the IGC network, thereby supporting cross-country learning, working closely with the Monitoring, Evaluation and Learning team. This will require liaising with researchers from the IGC network as well as country programmes.
  - Support on reporting requirements for donors, specifically across thematic areas and around thematic influencing strategies.



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**Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

**Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

**Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

**Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.