



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: IGC Head of Country Programmes and Senior Policy Economist**

**Department/Division: International Growth Centre      Accountable to: IGC Policy Director**

Competency	Criteria	E/D
Knowledge and experience	Demonstrated understanding of policy-relevant economic research.	E
	Possession of a MSc/MPA/MPP degree in economics, public policy/administration, development economics, or a related discipline.	E
	Significant work experience in a professional and public policy relevant role.	E
	Experience of programme management and understanding of monitoring and evaluation methods and processes in the field of development economics or a related area.	E
	Experience of coordinating research or policy projects and supporting policy dialogue.	E
	Demonstrated understanding of quantitative analysis.	E
	Experience of establishing and managing budgets and operational processes, ideally in an international organisation.	E
	Experience of the research – policy interface and knowledge of different policy influencing strategies.	E
	Experience of facilitating and synthesising cross-country or cross-project learning.	D
	Experience of living and working in a developing country.	D



<b>Communication</b>	Ability to construct clear and concise arguments to facilitate the translation of research into policy recommendations.	E
	Evidence of excellent written and oral communication skills, in particular evidence of explaining technical information to non-specialist audiences.	E
<b>Teamwork and motivation</b>	Experience of successfully leading a team to deliver on objectives.	E
	Experience of supporting and motivating others to work successfully in virtual teams with team members in multiple locations, ideally including developing countries.	E
	Demonstrated ability to work effectively as part of a team.	E
	Ability to work with a range of teams across a large and culturally diverse international organisation.	E
<b>Liaison and Networking</b>	Ability to influence and collaborate with a range of colleagues, such as senior academics and policy professionals in a diverse international organisation.	E
	Demonstrated strong ability to interact with policymakers, such as past work with government officials, NGOs, think tanks and aid agencies.	E
	Ability to develop networks proactively by identifying key people to foster working relationships with.	D
	Experience of working closely with a senior management team.	D
<b>Planning and organisation</b>	Demonstrated ability to plan and organise own workload, and the workloads of others, in order to consistently meet deadlines, often under pressure.	E
	Evidence of the ability to work independently as a dynamic self-starter with minimum supervision.	E
	Evidence of attending to detail while producing timely work.	E
	Demonstrated ability to lead on the design	E



	and implementation of events such as policy conferences, stakeholder workshops and research/policy seminars.	
--	--	--

**E – Essential:** Requirements without which the job could not be done.  
**D – Desirable:** Requirements that would enable the candidate to perform the job well.