



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 post holder.

Job title: Country Programme Manager (Ethiopia)

Department/Division: Country Programme (partner countries) **Accountable to:** Country Director

Job Summary

The International Growth Centre (IGC) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC organizes and directs a global network of researchers and policy experts in economics, political economy and related disciplines, and works closely with developing country governments to undertake high quality research, and provide policy advice on economic growth issues. Based at LSE and in partnership with the University of Oxford, the IGC is initiated and funded by the UK Department for International Development (DFID).

The Country Programme Manager (CPM) position supports the Country Director in providing programmatic (research/policy engagement/communications) and managerial leadership for the work of the IGC in a partner country. The balance between programmatic and managerial functions will be determined by the Country Programme Director and Country Director, depending on the needs of the IGC work and team in any given country. Management of country economists (task management or line management) may be delegated to this post if appropriate for country context. The job title will be tailored to ensure a good fit with the country context (Country Programme Manager or Senior Country Economist dependent upon requirements).

The CPM has delegated responsibility for the day-to-day management of IGC's country programme operations and policy engagement in the country. The CPM will report to the IGC Country Director. Core responsibilities include supporting country research projects, facilitating the interface with local stakeholders (including the partner organisation), and lead on the delivery of strategic country programme activities, including events and policy products. The CPM may also participate in selected analytical activities, including partnering with senior PIs on selected research projects. This role will be responsible for ensuring that the team meets all reporting requirements on country programme activities.

Duties and Responsibilities

- Support the work of the Country Directors and Lead Academics in developing, implementing, monitoring and reporting on the country programme strategy.
- Manage the day-to-day implementation of the IGC country programme, ensuring high-quality, timely and cost efficient delivery of major deliverables, with some sign-off responsibility delegated by the Country Director. This will be done with direction from the Country Leadership Team and the IGC Hub.



- In coordination with the Country Director, manage the day-to-day relationships with the IGC in-country partner organisation, including any reporting responsibilities.
- Support the Country Leadership Team in managing the country programme with all stakeholders, including government authorities, multilateral and bilateral IGC partners and other domestic stakeholders (from both public and private sectors). This involves building relationships in the countries and engaging in policy dialogue. Networking by the CPM is integral to ensuring that the IGC is demand-driven and that the IGC delivers a strong evidence base that policymakers can use to shape their policies.
- Engage with local public and private research and policy institutions to identify their current research and policy interests and competencies, both for the purpose of defining research priorities and to identify counterparts and co-authors for future work. Communicate this information to the Country Leadership Team and IGC Country Programme Director.
- Provide overall supervision of the organization of country visits and in-country events, in collaboration with the Country Leadership Team and the Hub.
- Facilitate country research projects through logistical support for visiting researchers, assisting to mobilize requisite data, engaging key policy interlocutors, and organising wide-ranging interactions in support of research.
- Contribute to high quality policy and research outputs and activities as principal author or co-PI. These include writing policy briefs, research papers, synthesis papers, and growth events for the dissemination of research/analytical work.
- Facilitate communication between Country Directors, Lead Academics and IGC London Hub colleagues to ensure the integration of the country-relevant policy and the IGC research agenda, in the context of the evolving country situation.
- Provide the IGC Hub with regular reports on the evolution of country/research projects. Monitoring and reporting tasks include tracking the progress of projects against agreed milestones, and the impact of intermediate outputs as well as final deliverables.
- Take joint responsibility with the IGC Hub for programme management, including drafting workplans, terms of reference, budget management, forecasting and ensuring value for money.
- Support dissemination and communication of research outputs nationally and internationally.
- If delegated by the Country Director, manage recruitment procedures, in coordination with the Country Leadership Team and the London hub, to ensure a full country programme team is maintained.
- If delegated by the Country Director, supervise the work of the Country Economists, with line management falling to the Country Director, to ensure the adhering to deliverables and reporting deadlines, strengthening teamwork and motivation.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.



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**Equality and Diversity**

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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.