



## 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 Commission on Growth in Fragile States  
Policy and Operations Manager**

**Department/Division: International Growth Centre**

Criteria	Evidence	E/D
<b>Knowledge and experience</b>	Possession of a Masters degree in economics, public policy/administration, development economics, or a related discipline.	E
	Substantial experience in a research and policy function, preferably in a development environment.	E
	Deep understanding of policy-relevant development and economic research, and current policy debates.	E
	Experience in policy analysis, including drawing out policy implications from research, preferably in state, firms, cities, or energy within a development context.	E
	Track record of influencing policy and authoring engaging and high impact policy and research reports.	D
	Experience of organising and delivering policy events and conferences.	E
	Experience of compiling and editing source material into a single book or report.	D
<b>Communication</b>	Evidence of excellent written and oral communication skills, in particular evidence of articulating technical information to non-specialist audiences, writing policy reports and blogs.	E
	Strong persuasion and negotiating skills	E



	Understanding and experience of using social media to influence policy debates.	E
<b>Teamwork and motivation</b>	Dynamic and entrepreneurial approach.	E
	Ability to bring together and motivate people from different parts of the organisation to a common goal.	E
	Demonstrated ability to work as part of a team, especially in a developing country multi-cultural and multi-location context.	E
<b>Liaison and Networking</b>	Ability and track record of working closely with top researchers, gaining their respect.	E
	Ability to contribute to networking by identifying key people to foster working relationships with.	E
	Demonstrated strong ability to interact with policymakers, such as past work with government officials, NGOs, think tanks and aid agencies.	E
	Demonstrated ability to work with others to organize or feed into policy conference, stakeholder workshops and research/policy seminars, as needed.	E
<b>Planning and organisation</b>	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure.	E
	Evidence of the ability to work independently and with minimum supervision in challenging environments.	E
	Evidence of attending to detail while producing timely work within deadlines.	E
	Demonstrated ability to prioritise work to meet multiple deadlines.	E

**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**