



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: Country Programme Manager (Ethiopia)

Department/Division: International Growth Centre

Criteria	Evidence	E/D
Knowledge and experience	MPA/MPP/MSc/MA degree in public policy/administration, development economics, economics or a related discipline.	E
	Demonstrable work experience in a policy environment (e.g. through the authoring of analytical papers on economic issues).	E
	Demonstrated understanding of policy-relevant economic research and familiarity with quantitative and qualitative research methodologies.	E
	Demonstrated analytical specialization in one or more selected sub-fields of development economics, such as, for example, public finance, firms, urbanization, and/or energy economics.	E
	The ability to construct clear and concise arguments to facilitate the translation of research into policy recommendations.	E
	Knowledge and experience in the Ethiopia policy sector.	E
	Experience of project management, including both planning and delivery. Experience of coordinating and/or disseminating research or policy projects and supporting policy dialogue by drafting notes and briefs.	E
	Experience of budget management.	D

	Experience of program management and understanding of monitoring and evaluation methods and processes in the field of development economics or a related area.	D
	Experience of overseeing the delivery of policy events and conferences.	D
Communication	Evidence of excellent written and oral communication skills, in particular evidence of explaining technical information to non-specialist audiences.	E
	Experience of producing written documents and papers to a high standard in-house format.	D
	Evidence of acting as a point of reference for others and contributing to the development of new knowledge and understanding within the development field.	D
Teamwork and motivation	Demonstrated ability to work as part of a team, especially in a developing country multi-cultural context.	E
	Ability to work with a range of teams across a large and complex organisation	E
	Experience of managing or supervising a team	D
Liaison and Networking	Ability to contribute to networking by identifying key people to foster working relationships with.	E
	Demonstrated ability with engaging policy makers, including the ability to build relationships and engage in policy dialogue.	E
	Demonstrated strong ability to interact with policymakers through, for instance, past work with government officials, NGOs, think tanks and aid agencies.	E
	Demonstrated ability to work with others to organize policy conferences, stakeholder workshops and research/policy seminars.	D
Planning and organisation	Evidence of the ability to work independently as a dynamic, self-starter with minimal supervision in challenging environments.	E



	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure.	E
	Evidence of attention to detail while producing timely work within deadlines.	E
	Ability to switch efficiently between the technical and operational duties associated with supporting research work and other country activities.	D

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

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