



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 Research Coordinator

Department/Division: International Growth Centre
Accountable to: Research 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, 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.

The Research Coordinator will play a central role in ensuring the smooth running of IGC research projects. S/he will be responsible for coordinating the calls for proposals and the Commissioning Boards, for project management of funded projects, and for reporting on research impact.

Duties and Responsibilities

- To **coordinate the calls for proposals and the commissioning boards** including
 - preparing supporting papers and application forms for the calls
 - ensuring that the announcement of the call is widely disseminated through advertising and networking with relevant organisations and individuals
 - collating applications for initial filtering at hub and then for dissemination to reviewers, including country leadership teams and research programme directors
 - collating reviewer responses for dissemination to commissioning board members
 - providing logistical support for the boards
 - coordinating the feedback to researchers from the Boards
- To **provide project management for research projects**
 - Preparing projects approved by the commissioning boards for contracting, ensuring that project proposals, budgets and deliverables comply with IGC rules and liaising with



researchers as necessary

- Monitoring the progress of projects, ensuring that deliverables are submitted and approved, and payments are made in a timely fashion
- Ensuring that relevant databases, spreadsheets and reporting forms are completed as required
- To **prepare reports on the impact and performance of research projects** for monitoring and evaluation purposes, both internal and external, including for the external evaluator and for the external funder (including logframe indicators and KPIs).
- To proactively respond to requests from IGC senior staff, external contacts and others as appropriate where these pertain to the Research Programme.
- To organise workshops or seminars related to IGC's research projects
- To independently prioritise and manage own work.
- To show initiative in responding to individuals by providing information without supervision in a prompt and efficient manner.
- To report to senior management on assigned responsibilities and other related tasks

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies 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.