



## 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:** Project Manager

**Department/Division:** International Growth Centre

Criteria	Evidence	E/D
<b>Knowledge and experience</b>	MPA/MPP/MSc/MA degree in development economics, economics, public policy/administration, or a related discipline.	E
	Demonstrated understanding of policy-relevant economic research and expertise with quantitative and qualitative research methodologies.	E
	Ability to write in English cogently and clearly, and to construct clear and concise arguments to facilitate the translation of research into policy recommendations.	E
	Experience of working in one or more developing countries, preferably East Africa.	D
	Experience of coordinating and/or disseminating research or policy projects and supporting the policy dialogue by drafting notes, briefs and blogs.	E
	Experience of leading programme management of multi-stakeholder projects	E
	Demonstrated understanding of monitoring and evaluation methods and processes in the field of development economics or a related area.	E
	Experience of participating in the delivery of policy events and conferences.	D
<b>Communication</b>	Demonstrated experience of engaging the media on economic policy issues.	D
	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, papers and / or blogs targeted to a specific audience (e.g. policy makers, NGOs) to a high	E



	<p>standard</p> <p>Evidence of acting as a point of reference for others and contributing to the development of new knowledge and understanding within the development field.</p>	D
<b>Teamwork and motivation</b>	Strong evidence of initiative and problem solving skills.	E
	Experience of working as part of a team in a multi-cultural context, ideally in East Africa.	D
	Ability to work with a range of teams and with a variety of stakeholders (private and public actors)	E
	Interest in researching private-sector development in fast-growing countries	D
<b>Liaison and Networking</b>	Ability to lead on networking and maintain relevant networks by identifying and engaging with key people to foster working relationships with.	E
	Demonstrated ability to interact with policymakers through, for instance, past work with government officials, NGOs, think tanks and aid agencies.	D
	Demonstrated ability to work with others to organize events, such as policy conferences, stakeholder workshops and research/policy seminars.	D
<b>Planning and organisation</b>	Ability to work independently and to take initiative with minimal supervision in challenging environments.	E
	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, and to carry out tasks according to a priority assessment.	E
	Demonstration of attention to detail whilst being able to produce outputs within set deadlines.	E
	Ability to carry out both technical and operational duties required for the effective support of research work and its dissemination, as well as other country activities.	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.**