



## 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:** Head of Zambia Evidence Lab

**Department/Division:** International Growth Centre **Accountable to:** Director of Impact and Programmes, with a dotted line for day to day supervision by the Country Manager Zambia

### Job Summary

The International Growth Centre (IGC) works with policymakers in developing countries to promote inclusive and sustainable growth through path breaking research. The IGC combines a set of programme teams across Africa, South Asia, and the Middle East with a network of world-leading researchers, backed by a global hub at the London School of Economics in partnership with the University of Oxford. IGC partner countries currently include Bangladesh, Ethiopia, Ghana, India, Jordan, Mozambique, Pakistan, Rwanda, Sierra Leone, Uganda, and Zambia. The IGC is majority funded by the UK Foreign, Commonwealth and Development Office (FCDO).

In an innovative collaboration to improve the use of data for making policy decisions and driving reforms, the Government of Zambia and the IGC, with support from the UK's Foreign, Commonwealth & Development Office, are seeking to establish an **Evidence Lab** embedded within the Ministry of Finance and National Planning operated in close partnership with the Zambia Statistics Agency. The Lab, which will provide first-of-its-kind analytical expertise within the Zambian government to produce data-driven policy outputs, is a result of an IGC and Finance Ministry-led government-wide exercise conducted last year that highlighted the opportunity to enhance policymaking by better utilising the relatively abundant data available, which can be achieved by strengthening capacity and establishing a dedicated team to connect data with policy.

The Head of the Evidence Lab will lead the day-to-day operations of the Lab to establish and deliver the Lab's strategy, based full-time within the Ministry of Finance and National Planning in Lusaka. The key responsibilities will include:

- Provide day-to-day leadership of the Lab including implementing the Lab's strategy, with a focus on institutionalising progress,
- Lead programme delivery, mentor and manage a team of staff economists and operational staff,
- Provide oversight on all data-driven policy outputs (including cost-benefit, econometric, policy diagnostic, data illustrations) throughout the entire analytical processes,
- Maximise methodological rigor across all outputs,
- Deliver policy impact through demonstrating the value of evidence-based policy,
- Manage relationships with policymakers,
- Communicate complex findings in writing and verbally to non-specialists, and
- Lead budget, risk, and grant reporting with support from operations staff.

The Head of the Evidence Lab will work in close collaboration with the Lab leadership, including the Evidence Lab Steering Committee led by the Finance Ministry's Permanent Secretary and a Leadership



Working Group led by a Director at the Finance Ministry. Reporting to Director of Impact and Programmes, with a dotted line day to day supervision by the Country Manager Zambia, and they will have experience in:

- Working with large datasets, ideally public-sector administrative datasets.
- Engaging closely with policymakers, ideally in a developing country.
- Leading a team.

### Duties and Responsibilities

1. Creating and delivering a multi-year agile workplan based on the Lab's concept note and Logframe including identifying priority areas for project generation and policy engagement, a rigorous quality assurance mechanism, and project management structures with a focus on cohesion in leadership between IGC, the Finance Ministry, and key government partners.
2. Lead on development of all policy outputs including oversight of the entire analytical processes from structuring research questions in partnership with policymakers, undertaking policy diagnostic, conducting econometric analysis, and active dissemination exercises. This will involve coordination with IGC's academic leadership.
3. Lead on a data diagnostic exercise to map out datasets in priority areas, including identifying gaps in data.
4. Recruiting, managing and mentoring a team of economists and data analysts to deliver analysis and policy impact.
5. Work closely with the government partners particularly in the Finance Ministry and the ZamStats to maintain policy buy-in, troubleshoot bottlenecks, increase impact, and align strategic direction with policy priorities.
6. Lead programme delivery and management, including terms of reference documents, budget management, forecasting and ensuring value for money. In close collaboration with the MEL team based at the London IGC Hub, ensure the ongoing monitoring and evaluation of the Lab.
7. Deliver, in partnership with LSE colleagues, an active capacity building programme to government partners to improve the public capacity to consume data-driven evidence.
8. Consider, plan and develop the best way to effectively deploy and prioritise resources available within the Lab to deliver highest impact.
9. Actively identify how the Lab's model can be constantly reshaped to deliver highest impact, sustainability, and rigour.
10. Work with the wider IGC Zambia programme team to support the identification and development of new policy-relevant research projects that require push the frontier of knowledge in development economics.
11. Collaborating closely with teams in the London IGC Hub, including compliance, operations, finance, MEL, Programme Management team, and SMT where required.

### 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.



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### **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.