Innovations for Poverty Action (IPA), Rwanda Office

- **Position: Senior Research and Policy Associate**
- **Location:** Kigali, Rwanda
- **Deadline to apply:** 5 PM 02nd May 2024
- **Length of Commitment:** 1 year renewable
- **Desired start date:** ASAP
- **Reports to:** Senior Research and Policy Manager or delegate

Job background

Innovations for Poverty Action (IPA) is an international research and policy nonprofit Organization that discovers and promotes effective solutions to global poverty problems. IPA has been engaging with Rwanda's Ministry of Education and Rwanda Education Board since 2013, a collaborative partnership underpinned by a Memorandum of Understanding. Through that collaboration, we are seeking a highly motivated Senior Research and Policy Associate to provide technical assistance to the Rwanda Basic Education Board "REB" on the strategic implementation of centralized teacher recruitment and on data& systems "TMIS". As a Senior Research and Policy Associate, you will have the responsibility to drive projects forward, mentor team members, and contribute to continuous improvement initiatives.

Responsibilities

- Support REB on strategic implementation plan for centralized teacher deployment in Rwanda and strengthening teacher management information systems.
- Support REB and the Ministry of Education to continue fully operationalize TMIS and provide technical support to the users at all levels.
- Lead and facilitate the policy workshops and training linked to TMIS at the same time being the focal point of the project within REB and participate in sector working groups while coordinating with technical staff.
- Oversee all aspects of the research study, including IRB, timeline, partner relationships, recruitment, and management of field staff.
- Conduct internal data analysis and lead on reporting writing related to embedded lab activities within REB. at the same time assisting in production of technical reports and materials for donors and/or other stakeholders- including those for all policy events related to TMIS.
- Work with the lab to develop capacity strengthening strategy and participate in other related activities.
- Undertaking necessary desk-based reviews of relevant literature and policy partnership management
- Working with Ministry of Education and REB to help identify other evidence best practices that IPA could support.
- Facilitation of workshops and key stakeholder engagement to support the development and effective use of enhanced software.
- Organize and coordinate the research dissemination events with the Ministry of Education and other key stakeholders, including local academicians.

- Undertaking necessary desk-based reviews of relevant literature and policy partnership management and play a role of IPA contact person for Education Technical Working Groups.
- Identify the relevant research questions based on government policy priorities.
- Manage the project budget and handling different requests from the projects in line with budget.
- Ensure project adherence to pre-set budgets by creating field budgets and tracking field expenses.
- Write regular project reports, both narrative and financial, as necessary, and whenever requested.
- Organize and Facilitate workshops and key stakeholder engagement to support the evidence use for policy decisions.
- Plan and implement capacity assessment for the enhanced training & coaching activities to the ministry staff to own and drive data for policy planning and implementation.
- Organizing and coordinating cross-country evidence lab learning exchange and other events of the Rwanda evidence lab.
- Other duties assigned by the supervisor.

Required qualification.

- BS or master's in economics, data science, statistics, public policy, Education or other related field;
- Proven experience working on data management and analytics with government institutions or international organizations.
- Proven experience in data cleaning and analysis of admin/survey data
- In-depth knowledge of STATA, R;Python
- Familiarity with data collection platforms, survey CTO etc;
- An analytical mind, ability to interpret and organize data.
- Extensive skills in stakeholder engagement and build relationships.
- Strong written and oral communication skills and complete fluency in English is required.
- Skills in presentations and report writing.
- Cultural sensitivity and demonstrated ability to work successfully with diverse; constituencies required; developing country experience required.
- Flexible and proactive work ethic with a demonstrated interest in the vision and mission of IPA;
- Demonstrated ability to work with donors and/or partner organizations.
- Knowledge of the Rwandan Education system is an asset.

How to apply

All applicants must complete and submit their resume and cover letter to the link indicated below: https://poverty-action.formstack.com/forms/iparwanda_senior_research_and_policy_associate_embeded_lab_job_application_form_01_2022_copy

NB. Only selected candidates will be contacted for tests