



**International Initiative for Impact evaluation**  
*Improving lives through impact evaluation*

**Research Associate Synthesis and Reviews**

**Job Description**

**Reports to:** Head of 3ie London office, Systematic Reviews

**Other Key Relationships:** Evaluation Specialists, Research Associates, Programme Manager, Consultants at London Office. 3ie Staff in Delhi and Washington DC.

**3ie strategic goal**

3ie's functions are to promote evidence-based policy making and quality impact evaluations, through the funding of new studies, undertaking systematic reviews of existing studies, providing quality assurance services for impact studies and setting international standards. 3ie's activities will identify what development interventions work, and why, and the organization will undertake advocacy to promote better development policies and interventions. The Research Associate will work at the Systematic Reviews office based in London to contribute to 3ie's overall strategic goals.

**Core functions**

The Research Associate will be part of 3ie's London team, and will contribute to all the activities carried out by the office.

Specific functions of the Research Associate include:

- Contributing to the production of systematic reviews and evidence gap maps of evidence of the effectiveness of social and economic interventions in low- and middle-income countries. Activities include: developing and carrying out a systematic search of the literature; screening titles and abstracts; critical appraisal; extracting data from the included studies; and synthesizing evidence.
- Conducting analysis of the extracted data such as, for example, meta-analysis of quantitative information, thematic synthesis of qualitative information, and cost-effectiveness analysis.
- Helping to present the findings in a clear, concise way, and preparing reports for publication.
- Contributing to the daily functions of the Synthesis and Reviews Office including writing summaries of systematic reviews and providing assistance with seminar series, evidence week and other administrative tasks.

The Research Associate will be supervised and appraised by the Senior Evaluation Specialist.

The position is for one (1) year with the possibility of renewal. This is an excellent opportunity for an early career researcher to develop skills in policy-relevant research (systematic reviews and impact evaluations) that aims to improve lives in low- and middle-income countries.

### **Key Performance Measures**

- (1) Successful execution of tasks in systematic reviews and evidence gap maps, including screening, data collection and critical appraisal.
- (2) Contributing to successful analysis and completion of systematic reviews and evidence gap maps to publication standards
- (3) Successful contribution to the daily function of the Synthesis and Reviews Office

### **Person Specification**

#### **ESSENTIAL CRITERIA:**

1. Master's degree, in social science, political science, economics, public health or equivalent subject is required
2. Firm understanding of development economics and international development issues.
3. The Research Associate must have a working knowledge of quantitative methods of impact evaluation.
4. The candidate must have good presentation, communication (oral and written) and interpersonal skills.
5. The ability to write clearly for people who may not have a technical training in research and evaluation is essential.
6. The candidate should enjoy working within a team but also be able to demonstrate initiative and working independently.
7. Excellent computer literacy, including database management.

#### **DESIRABLE CRITERIA**

1. Previous experience of working on systematic reviews is preferable. Meta-analysis skills are desirable. Familiarity with the quality standards required by the Cochrane or Campbell Collaborations would be an asset.
2. Experience in conducting or supporting impact evaluations of interventions in

developing countries is desirable.

3. It is desirable for the candidate to have skills and experience in different cultural contexts, to have worked in different countries, and to be well acquainted with development issues in low- and middle-income countries.
4. Experience in impact evaluation and in the use of research and evaluation in policy making or development practice.

### **SALARY AND CONDITIONS OF APPOINTMENT**

The position is for one year in the first instance and is extendable based on review. The salary range will be on the Academic Pathway Grade 5, currently £34,854- £43,442 per annum inclusive. The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Director's Days". Membership of the USS Pension Scheme is available.

### **ASYLUM AND IMMIGRATION STATEMENT**

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: [www.ukba.homeoffice.gov.uk/employers/points](http://www.ukba.homeoffice.gov.uk/employers/points).