



## IBP – POSITION ANNOUNCEMENT

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| <u>POSITION TITLE:</u> | <b>Program Officer, Africa</b> |
| <u>TEAM:</u>           | OPEN BUDGET INITIATIVE (OBI)   |
| <u>Reports to:</u>     | OBS Supervisor                 |
| <u>Status:</u>         | Exempt, Full-time              |
| <u>LOCATION:</u>       | Washington, DC                 |
| <u>Travel:</u>         | Extensive                      |

**JOB PURPOSE and SUMMARY:** The **OBI Program Officer** coordinates and monitors the implementation of the biennial Open Budget Survey (OBS) and conducts priority research on budget transparency for a subset of the countries covered by these OBI research undertakings, as assigned and agreed by the team. The Open Budget Survey is IBP’s flagship research program and offers the biennial measurement of transparency in over 100 countries globally.

**ESSENTIAL DUTIES of the JOB** include, but are not limited to, the following:

1. Participates in developing the program strategy for and priority activities of the Open Budget Initiative, develops annual work plans and contributes to budgeting exercises, and collaborates with colleagues to ensure that the OBI research agenda best contributes to the realization of IBP’s mission
2. Coordinates the implementation of the Open Budget Survey and conducts research on budget transparency in a subset of countries covered by these research priorities, as assigned and agreed by the team, including drafting research outputs
3. Provides technical assistance and support to research partners in assigned countries, and where appropriate, coordinates with other OBI and IBP colleagues to organize the provision of technical assistance and support required by research partners
4. Closely monitors, paces and reports on the progress of implementation to the OBS Supervisor and the OBI Director, including drafting sections of OBI team reports as required or requested and writing articles on the work in the countries covered
5. Manages relations with partners in assigned countries, including supporting research partners in their engagements with key accountability stakeholders from civil society and the academe, government and other multilateral institutions, and representing IBP in meetings and conferences in the countries/region.
6. Collaborates and coordinates with all other IBP teams as may be required to support, document, and evaluate OBI Program implementation in the designated region, including participating in periodic review meetings and initiatives to work through process improvements for OBI program and research protocols
7. Manages and trains research assistant(s) for participation in OBI work
8. Collaborates with other IBP colleagues for other OBI priority activities, other IBP in-country work and IBP advocacy initiatives

**OTHER RESPONSIBILITIES:**

9. Participates in IBP all-staff retreats, and in all OBI team meetings
10. Supports other OBI team colleagues to ensure that IBP protocols and standards of providing support and technical assistance to partners are evenly applied across teams within the OBI
11. Contributes to drafting terms of reference for consultants, supports the execution and monitoring of consultant performance
12. Coordinates closely with the IBP Administrative team for all administrative and logistical needs
13. Complies with all administrative and financial protocols, policies and procedures

**JOB COMPETENCIES:**

**EDUCATION:**

- Master's degree in economics, public policy, or equivalent field, required

**EXPERIENCE:**

- 2 to 5 years of experience with public financial management in a variety of country contexts, including in developing countries, or related development field
- 2 to 5 years of experience conducting & documenting results of social science research, preferably multi-year, multi-country collaborative research projects undertaken by civil society organizations
- High familiarity with development issues for Africa
- 2 to 5 years of experience giving public presentations, and contributing to and delivering training for research partners, desirable
- Demonstrated experience working and traveling in sub Saharan Africa is required

**SKILLS:**

- Strong written and verbal communication skills: ability to communicate effectively with colleagues, partners, consultants and representatives of government and other multilateral organizations
- Strong analytical, quantitative and qualitative research skills
- Strong interpersonal skills and the ability to thrive in and contribute to a culture of collaboration and teamwork in a diverse work environment
- Demonstrates a high level of organization; a strong ability to prioritize tasks to meet multiple deadlines
- Proficiency with Microsoft Office package required; proficiency with statistical analysis using STATA or other similar package, desirable
- Proficiency in French, highly desirable

**ATTRIBUTES**

- Personal qualities of integrity, credibility and a commitment to and passion for IBP's mission
- Highly flexible and adaptable to shifting environments and works well under pressure
- Motivated to learn and willing to contribute to learning initiatives

**PHYSICAL DEMANDS:**

- International travel may be extensive at times
- The position supports occasional event or publication preparation which may require lifting or moving of items that weigh up to 30 lbs

**DISCLAIMER:** *The information provided in this description indicates the general nature and level of work to be performed by the individual in this position. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of the employee assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time.*