



## POSITION ANNOUNCEMENT

**POSITION TITLE:** Project Coordinator

**TEAM:** POLICY/RESEARCH

**Reports to:** Head of Research

**Status:** Exempt, Full-time

**LOCATION:** Washington, DC

**Travel:** Minimal

### **JOB PURPOSE and KEY RESPONSIBILITY AREA(S):**

Established in 1997, the IBP collaborates with civil society organizations in countries around the world to use budget analysis and advocacy as a tool to improve governance and reduce poverty. In addition to its support of civil society efforts within countries to improve budget policies and implementation, IBP and its partners conduct research and advocacy at national and international levels for improvements in budget transparency, participation and accountability.

This **Project Coordinator** position will support primarily the Budget Credibility research and advocacy project, which begins in January 2018. The Budget Credibility project is an innovative research collaboration aimed at learning more about the challenges that countries face in implementing their budgets. Deviations from budget may result in reductions in financing for key government priorities with little justification, but little research has been done in this area. This project will look at the prevalence of these deviations, and, for the first time at the global level, the degree to which governments justify them, and their implications for the distribution of resources.

The project involves collecting and analyzing data in partnership with country-based researchers from IBP's network, as well as desk-based research, interviews and country case studies (to be carried out by other researchers). In addition to assessing the extent of the credibility problem, the project aims to understand how transparent governments are about their credibility challenges, and the quality of the public reasons they use to justify changes in the budget. Finally, the project will aim to understand the allocative or distributional consequences of variances from budget. The findings from the research will be used to build a global community of practice among those in the public finance field concerned with these issues and to support advocacy. The Project Coordinator will be responsible for coordinating the activities of an international reference group to guide the research, coordinating and supporting the country partners who will collect and submit data to IBP, and helping to build and coordinate a global community of practice around credibility.

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

1. Work with the Head of Research and other members of the Research Unit to set up and coordinate a Reference Group to guide the credibility research under the project.
2. Coordinate country partners in 30-40 countries as they collect and analyze budget data and then submit this data to IBP in a timely fashion, ensuring that it is of the quality necessary for successful completion of the project.

3. Coordinate procurement of other researchers for this project, such as country case study authors, to ensure that they are contracted, properly briefed and can deliver high quality products on time.
4. In collaboration with Research unit, create, expand, and coordinate a community of practice consisting of donors, civil society and others concerned about budget credibility.
5. Work with the Communications team and others to identify key audiences for this work as well as creative ways to disseminate findings from the research generated by this project.
6. Develop information packages in collaboration with Communications and other materials that can be shared with various stakeholders to raise the profile of this work.
7. Represent the IBP from time to time in meetings where credibility issues are being discussed.
8. Keep the Head of Research apprised of the progress of each aspect of the overall Budget Credibility project, identifying challenges and proposing solutions for discussion.

**OTHER RESPONSIBILITIES:**

1. Work closely with IBP's Events, Communications and Operations team to ensure that all logistics and contracts associated with this project are properly managed and executed.
2. Work with the Head of Research, Senior Research Fellow and the Research Analyst to ensure that quality of deliverables from other parties is up to IBP's standards and participate in interventions as necessary to achieve this.
3. Support coordination of other related research projects, such as extended work on public reasons beyond credibility, as needed and as time allows under the supervision of the Head of Research.
4. Participates and presents at in IBP Staff and Research Meetings.

**JOB COMPETENCIES:**

**EDUCATION:**

- Bachelor's degree required

**EXPERIENCE:**

- Minimum 2 years' experience coordinating large-scale efforts for networks, movements, partnerships or other types of collaboration, preferably in the non-profit sector
- Experience working with civil society organizations from middle and low-income countries desired
- Experience working with civil society, government or academia on budget issues is a plus

**SKILLS:**

- Excellent written and verbal communication skills; high-level ability to communicate effectively with partners, colleagues, consultants, and representatives of government and other multilateral organizations
- Demonstrates a high level of organization; a strong ability to prioritize tasks to meet multiple deadlines
- Ability to work independently with minimal supervision, while maintaining regular and frequent communication with other colleagues geographically dispersed
- Proficiency with Microsoft Office package, required;
- Proficiency in English, required; proficiency in French and other languages, desirable
- Strong interpersonal skills, including the sensitivity for building relationships and alliances across different groups, and the ability to thrive in and contribute to a culture of collaboration and teamwork in a diverse work environment.

**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 very well under pressure
- Motivated to learn and willing to contribute to learning initiatives

**PHYSICAL DEMANDS:**

- Minimal travel internationally, extensive desk work



**TO APPLY:**

Send a cover application letter and resume by email to [applications@internationalbudget.org](mailto:applications@internationalbudget.org). Please put "Project Coordinator" in the subject area. Applications will be accepted until February 7, 2018.