



Vacancy - Programme Officer

The **Partnership for Economic Policy** seeks to employ a qualified **Programme Officer** to support the Executive Director and PEP Research Directors in program management, project development activities and capacity building at the global level. The selected candidate will work closely and interface widely with program administrative and coordination staff. The position will be based at the PEP Global Secretariat in Nairobi, Kenya.

Specific responsibilities of the position will include:

- Support the Executive Director (ED) and PEP Research Directors in developing high quality grant proposals in strategic priority themes worldwide.
- Provide technical and managerial support to implementing flagship initiatives and support partners in program design, coordination and reporting to donors.
- Assist senior management in annual work planning and program execution through preparation of annual programme of activities and budgets, collation and analysis of project-related information, and reporting on implementation of work plans.
- Support senior management in preparing technical documents and in organizing annual conferences, policy dialogues and other functions.
- Analyze human resources and expertise within the global network, and develop strategic interventions for enhancing network services and harnessing existing expertise.
- Support research activities undertaken by PEP, as much as feasible in the context of his/her overall duties
- Undertake other related technical and managerial activities in support of global initiatives and work plans, as well as any other duties and miscellaneous tasks as may be assigned by the ED.

We are seeking candidates with the following qualifications:

Essential:

- PhD degree in Development Economics, Development Studies, Public Policy or a closely related field.
- A minimum of three years' post-doctoral experience in the management/administration or coordination of research.

- Knowledge of donor requirements and experience in developing and writing high quality and successful project proposals.
- Deep understanding of development policy research and issues related to inclusive growth and sustainable development in the developing regions.
- Practical skills and familiarity with results-oriented program management.
- Hands on experience with standard statistical software.
- Excellent scientific writing ability and communication skills in English.
- An effective and energetic team player, with the ability to work in a multidisciplinary and multicultural environment.
- Willing to travel widely.
- Strong self-motivation and innovative skills, with capacity to work independently and meeting deadlines.

Desirable:

- Ability and willingness to allocate time flexibly into program management, coordination and supporting research teams in project design and implementation in selected priority areas.
- Interest and motivation to leverage knowledge and experience for building a highly effective and well-coordinated global research agenda for delivering impact.
- Familiarity with web publishing and interactive social media.
- Working knowledge of French and/or Spanish.

The position is for an initial fixed-term of 2 years, renewable based on performance and availability of funds. The position comes with an attractive and competitive package. Qualified women are particularly encouraged to apply. For more information about PEP, visit our website at <http://www.pep-net.org>.

To be considered, the application must be received by e-mail no later than **27th January 2017**.

Please submit your letter of motivation with a detailed CV/resume, stating current position; current and expected remuneration, email, telephone contacts, and names and full contact details of three referees to **pep-nairobi@pep-net.org** with a copy to director@pep-net.org.

Only shortlisted applicants will be contacted.