



Application Pack

Research Officers: Centre for Aid and Public
Expenditure

REF: CAPE/02/12

An introduction to ODI

ODI is the UK's leading independent think-tank on international development and humanitarian policy. Founded in 1960, it has made major contributions to research, dissemination and policy change, on all aspects of development and humanitarian policy. The Institute has a staff of around 150, half of whom are researchers, and with the remainder providing a wide range of support services.

Our mission is to inspire and inform policy and practice which lead to the reduction of poverty, the alleviation of suffering and the achievement of sustainable livelihoods in developing countries. We do this by locking together high-quality applied research, practical policy advice, and policy-focused dissemination and debate. We work with partners in the public and private sectors, in both developing and developed countries.

With a reputation for high-quality research and policy advice, ODI is in demand by governments, international institutions and other partners around the globe. Through our core research programmes we work across a wide range of sectors that have a direct impact on the well-being of the poorest people in developing countries. In addition, ODI offers consultancy services that include monitoring and evaluation and the development and delivery of tailored training courses, as well as expertise in communications and knowledge management.

ODI attaches great importance to dissemination and public policy work. The Institute:

- publishes two peer reviewed journals – *Development Policy Review* and *Disasters* – as well as a range of authoritative publications such as ODI Briefing Papers, Working Papers and Opinions
- has a large public affairs programme, with many public meetings and seminars also streamed live online
- runs international networks, for example the Humanitarian Practice Network and the Climate and Development Knowledge Network
- hosts the Secretariat for the Active Learning Network for Accountability and Performance in Humanitarian Action (ALNAP)
- provides support to parliamentary activities, including the All Party Parliamentary Group on Overseas Development (APGOOD).

ODI also manages the ODI Fellowship Scheme, which has placed postgraduate economists in government positions in developing countries since 1963.

ODI's research programmes cover a vast range of development and humanitarian issues. Further information is available in the Institute's Annual Report, and on our website, www.odi.org.uk.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form.

ODI's mission and values

ODI's mission is to inspire and inform policy and practice that lead to the reduction of poverty, the alleviation of suffering and the achievement of sustainable livelihoods in developing countries. We do this by locking together high quality applied research, practical policy advice and policy-focused dissemination and debate. We work with partners in the public and private sectors in both developing and developed countries.

Value	What does the value mean?
Independence	ODI's research, public affairs and policy advice are independent from its funders, and staff are able to challenge donor thinking and policy and the wider development consensus.
High quality	Best practice, innovative approaches and continuous improvement are ensured in research, policy advice and public affairs.
Fairness, diversity and equity	All staff and partners are treated fairly and with respect. ODI employment, disciplines and processes are appropriate for an institute focused on international development.
Working together	There is continuous effort to foster better relationships throughout the organisation
Transparency and accountability	There is open reporting on the use of public funds, with full communication of our work to our donors, research subjects and partners.
Sustainability	Resources are used in a sustainable way that reflects consciousness of the impact on the environment. The organisation works in a way that is sustainable, backed by commitment to its long-term viability.

About the Centre for Aid and Public Expenditure

The ODI Centre for Aid and Public Expenditure (CAPE) works to improve the effectiveness of development finance and public resource management in low-income and fragile states. We do this by influencing international debates and country-level approaches to financing policies and delivery systems. Established in 2000, CAPE has been at the forefront of policy research and technical advice on international aid and government expenditure management issues for over a decade.

Under our broad objective, CAPE has four main areas of focus:

- Building and promoting an internationally recognised evidence base on the effectiveness of different approaches to aid delivery and development financing
- Influencing donor agencies to improve the effectiveness and accountability of their development assistance, and influencing approaches by shareholder governments to improving the effectiveness and accountability of multilateral organisations and initiatives
- Influencing key international and domestic actors on effective approaches to improving public resource management
- Building capacity of governments and non-governmental actors to strengthen budgeting and financial accountability systems

Major ongoing or recently completed projects include a multi-country analysis of public financial management reforms in fragile states, a Gates-funded study on development progress across a range of sectors, an analysis of new forms of development finance and a meeting series on the future of budget support. In addition, CAPE hosts two multiyear-projects: the Budget strengthening initiative (BSI) which provides advisory support to low-income and fragile states on budgeting and public financial management and a Europe-wide initiative on the future of European development cooperation.

For full details of CAPE projects, see: <http://www.odi.org.uk/programmes/aid-public-expenditure/activities.asp>.

The expertise of the CAPE team includes aid instruments and modalities, government budgeting and financial management, the political economy of budget reform processes, state-building in fragile situations, mutual and domestic accountability for development results, reform of the international aid system, and systems for improving international aid transparency. For full details of the CAPE team, see: <http://www.odi.org.uk/programmes/aid-public-expenditure/team-contact-details.asp>.

The CAPE programme is now looking to expand. We plan to recruit two new permanent staff at the level of Research Officer. These positions will support the delivery of programme objectives over the next three years and beyond.

Job opportunity for Research Officers x 2

The successful applicants for the two Research Officer posts will support the work CAPE is leading within ODI on issues of aid, development finance and budget reform. Working closely with other members of the team, s/he will contribute to research and policy advice. In particular s/he will work on **aid effectiveness, the future of aid and other sources of development finance in a changing global context and strengthening public expenditure management (including climate finance)**.

You will also have the opportunity to contribute to other CAPE research projects by developing, fundraising for, conducting and managing policy-relevant, high-quality and innovative research, policy advice and public affairs within the strategic focus areas set out below:

- Analysing new forms of development finance and climate finance, including innovative financing mechanisms and the role of non-DAC donors
- Supporting more effective management of development and climate finance at country level
- Visioning the future role of aid and development finance
- Designing and analysing innovative approaches to aid delivery, and promoting approaches which use country systems and encourage recipient country ownership
- Improving the results from and value-for-money of international development assistance in the context of tightening donor aid budgets and the new post-Busan aid effectiveness era
- Developing new methodologies and providing advisory support for public expenditure analysis and pro-poor budgeting
- Designing strategies and approaches to reforming budgeting and public financial management in low-income and fragile states, including direct advisory support to governments

Job description

Job title:	Research Officer
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Department/group:	CAPE
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Responsible to:	Research Fellow
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Responsible for:	Interns
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Purpose of job
<p>To contribute under the supervision of a Research Fellow to developing, fundraising for, conducting and managing policy relevant, high-quality and innovative research, policy advice and public affairs programmes, broadly within the Institute's overall strategy and with the aim of inspiring and informing policy.</p> <p>To contribute to policy research and advisory projects, generally cross-country and cross-institutional, engage with policymakers in research and advisory processes, and disseminate results.</p>

Main duties and responsibilities

Research and funding

- Contribute to the development of research proposals, expressions of interest and full project proposals.
- Liaising with donors and partner institutions on research programme funding issues and opportunities for collaboration.
- Specific technical inputs to ongoing research projects such as literature reviews, interviews, data analysis and preparing reports.
- Supporting research project activities or leading parts of research projects including field work, holding workshops, producing written outputs and preparing reports for donors, under the supervision of a Research Fellow.
- Undertake some travel overseas for research related purposes.

Project Management

- Under the overall direction of a Research Fellow, liaising with and reporting to donors, managing budgets and consultants and the inputs of other project partners.
- Supervising interns and other short-term staff working within the team under the direction of an RF.

Policy advice, public affairs and dissemination

- Authoring or co-authoring research reports, policy briefs and other documents for publication.
- Organising meetings series and (multi-)media outputs from research projects.
- Presentation of research results internally and externally at conferences and meetings nationally and internationally.
- Disseminating research results through ODI web pages, the media, conferences, etc.
- Liaison and networking with a wide range of agencies including attending meetings on behalf of Programme and providing short meeting summaries for distribution within the team and more widely.

Collegiate life

Contribute to the Institute's collegiate life through:

- Such ODI series as the Working Papers, Research Studies, Briefing Papers and journals
- Such ODI activities as discussion groups, lunchtime meetings, staff meetings, working groups, interviews, external representation
- Intellectual exchanges with other research team members

Person specification

Research Officer 1

Essential

Knowledge and qualifications

- a degree and post-graduate qualification in a relevant discipline;
- active knowledge of key international institutions in the sector and beyond.

Experience

- experience in producing research outputs;
- some developing country work experience.

Skills/abilities

- strong interpersonal skills with the ability to negotiate successfully and cultural awareness;
- excellent analytical and writing skills;
- good presentation and networking skills;
- multitasking skills;
- excellent IT skills (Word, Excel, Power Point);
- ability to work in a team;
- willingness to travel on a frequent basis;
- ability to work on own initiative.

Desirable

- previous experience in an international policy development research environment (i.e. policy-oriented research, demonstrated by publications and reports) or development institution;
- experience in producing research outputs in a short period of time and for different audiences;
- some fieldwork experience (survey based, or qualitative);
- fluency in a language other than English and competency in others;
- ability to analyse quantitative and qualitative data;
- knowledge of qualitative data storage packages;
- experience of editing.

Research Officer 2

Essential

Knowledge and qualifications

- a degree and post-graduate degree in a relevant discipline;
- active knowledge of key international institutions in the sector and beyond

Experience

- some developing country work experience;
- experience in an international policy development research environment (i.e. policy-oriented research, demonstrated by publications and reports) or development institution;
- experience in producing research outputs in a short period of time and for

different audiences.

Skills/abilities

- ability to analyse quantitative and qualitative data;
- strong interpersonal skills with the ability to negotiate successfully with a wide range of people and cultural awareness;
- excellent analytical and writing skills;
- strong presentation and networking skills;
- multitasking skills;
- excellent IT skills (Word, Excel, Powerpoint);
- ability to work in a team;
- willingness to travel on a frequent basis;
- ability to work on own initiative and under minimal supervision, to accept responsibility and to respond with confidence to complex and evolving problems.

Desirable

- some fieldwork experience (survey based, or qualitative);
- Fluency in a language other than English and competency in others;
- Knowledge of qualitative data storage packages;
- Experience of editing.

Key relationships and contacts

Internal:

Director of Programmes, Programme Manager, programme colleagues, Group colleagues

External:

NGOs/donors/DfID

Local partners/individuals in country

Other research institutes/universities in the UK and internationally

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

Application process

All applicants should complete the Institute's application form (including a full statement in support of their application) which is available electronically from recruitment@odi.org.uk and the ODI website (www.odi.org.uk/jobs), or by post from:

Human Resources Office, Overseas Development Institute,
111 Westminster Bridge Road, London SE1 7JD
Telephone: +44 (0)20 7922 0349

The closing date for receipt of applications is **7 March 2012**

Terms of employment

Salary: Research Officer 1: £25,854 - £29,971pa and Research Officer 2: £30,872 to £35,788 per annum, inclusive of London Weighting on ODI's pay structure, which is based on the universities single pay for Academic & Higher Education Support Staff. Starting salary will be dependent on qualifications and experience and subject to review.

Payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month by credit transfer into a bank or building society account.

Hours: 09.30 -17.30, Monday-Friday. 35 hours per week.

Contract: Permanent - all contracts of employment are subject to a three-month probationary period.

Leave: 25 days per annum, plus statutory holidays. Maternity and paternity leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS). www.usshq.co.uk

Loans: The Institute offers an interest-free season ticket loan.

Relocation: Limited assistance is available towards relocation expenses.

Union: ODI recognises UNITE and all staff have the right to become members.

Other information

The Institute is based at: Costain House, 111 Westminster Bridge Road, London, SE1 7JD.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Lambeth North stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls and the Old Vic and National Theatres.