

# Research Associate

## Position Summary

The project is a Randomized Control Trial (RCT) to evaluate the potential of anticipatory cash transfers on mitigating the impact of typhoons in the Philippines on vulnerable households by targeting populations the most at risk and providing timely support.

The Research Associate is responsible for maintaining the efficient operation of the project with particular emphasis on ensuring good data collection quality and field team management. The associate proactively engages with internal and external stakeholders to keep them informed on the project progress, and create timely project deliverables to help inform policy.

## Responsibilities

- Manage day-to-day research activities, from planning, and implementation, to field and research work consolidation
- Actively liaise and communicate with internal (supervisor, local, global IPA teams) and external [donors/ funders, local partners, Principal Investigators (PI)] on a regular basis to ensure smooth project delivery
- Document all activities related to the project, including preparation of progress and results reports to Principal Investigators, research partners, and funding agencies, and sharing them in a timely manner
- Assist in hiring, training, and managing project staff, including consultants, field staff, and interns
- Supervise and manage project field staff (data collectors, enumerators, field supervisors)
- Manage field and administrative data from collection, and processing, to storage, with great flexibility to travel to remote field locations, on-the-go troubleshooting, and adapt to changing field conditions to ensure timely and good quality field data collection
- Conduct data cleaning and preliminary analysis, ensuring ready access to all data for research team members, as per requirement
- Ensure adherence to data quality protocols, managing data quality audits and running high-frequency checks guided by IPA protocols and monitoring systems
- Assist in managing partnerships with project partners, including providing timely updates and responses to partner organizations
- Performing office and project-related tasks as needed

## Qualifications

### Required

- At least 1-2 years of experience with managing field data collection, impact evaluations
- Strong STATA skills
- Experience with quantitative data collection and analysis
- Strong professional writing skills
- Strong client-facing and presentation skills
- Fluency in English and Filipino
- Good problem-solving skills with adeptness for quick troubleshooting, particularly when on the field
- Good adaptive skills and willingness to travel to remote field locations
- Self-starter, versatility, and ability to learn at a fast pace-
- Passion for making data-driven decisions a reality in the development sector and for economics research

### Preferred

- Master's degree in economics, public policy, social science, or a related field
- Field experience in field data collection within the development sector
- Proficiency in Excel macros and in SurveyCTO programming
- Proficiency in Filipino languages, particularly Bicolano languages
- Experience living and working in the Philippines

## Reports to

Research Manager

## Deadline to apply

August 31st, 2024

## Location

Metro Manilla, Phillipines

## Application Instructions

[Click here](#) to apply.

## About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence on which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 830 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

### **IPA's Commitment to Diversity, Equity, & Inclusion (DEI)**

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click [here](#) to learn more about IPA's commitment to diversity, equity, and inclusion.

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Innovations for Poverty Action is an affirmative action-equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at [jobs@poverty-action.org](mailto:jobs@poverty-action.org) or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to [jobs@poverty-action.org](mailto:jobs@poverty-action.org). Please note that only qualified applicants will be contacted by the hiring manager.