

Research Assistant

Salary £22,000 - 26,000 depending on experience, based in London

Publish What You Fund is the global campaign for aid transparency. We envisage a world where aid and development information is transparent, available and used for effective decision-making, public accountability and lasting change for all citizens. We are now looking for a talented Research Assistant to support our research and monitoring work, including the Aid Transparency Index.

Job summary

Publish What You Fund is looking for a detail-oriented, numerate Research Assistant to support our work on aid transparency. The immediate priority is to produce the forthcoming 2018 Aid Transparency Index, from design to publication. This work includes supporting data collection for the Index; liaising with campaign partners and donor agencies; collating and checking data and results; drafting analysis for the Index report; and supporting the launch and other communications.

The Research Assistant will also provide general research support for Publish What You Fund. This may include gathering and analysing data on aid and development finance, looking at particular countries, sectors and organisations. It also includes making and maintaining connections with people working on aid transparency and related issues in academic, advocacy or policy settings.

This is a six-month position with the possibility of extension. The position is only open to candidates who have the right to live and work in the United Kingdom, including citizens of the European Union. The position is based in London; very occasional travel may be required within Europe.

Roles and responsibilities

1. Assist with the production of the forthcoming 2018 Aid Transparency Index, including:
 - Supporting data collection for the Aid Transparency Index, using online data and tools
 - Liaising with campaign partners and donor agencies to review the data collected
 - Performing quality and consistency checks on the data collected
 - Contributing to data analysis and drafting for the Index report, donor briefs, and other communications products
 - Supporting the Index production process and launch, including fact-checking, editing, proof-reading and event support
2. Provide general research support to Publish What You Fund, including:
 - Collecting and analysing data on aid and development finance, using sources such as the OECD aid database and the International Aid Transparency Initiative (IATI)
 - Producing briefings on specific countries, sectors or organisations when requested
 - Supporting the Research and Monitoring Manager with other projects when requested

- Supporting the Aid Information Adviser with the testing of tools such as the Aid Transparency Tracker and Data Quality Tester
3. Make and maintain connections with people working on aid transparency and related issues in academic, advocacy or policy settings. This may include:
- Keeping up to date with the work of academic and policy experts on aid, development finance, open data and transparency
 - Building and maintaining networks of contacts in aid transparency and related fields
 - Helping campaign partners and others access data on aid and development finance
 - Representing Publish What You Fund at workshops, conferences and networking events

Essential skills and experience

- Basic understanding of aid projects, donor agencies, and how they operate
- Experience collecting, manipulating and performing quality control on large data sets in Excel
- Clear and concise writing style, including ability to describe research findings and analysis in non-technical language
- Confidence and fluency when dealing with colleagues and external stakeholders
- Ability to plan, manage, and implement projects including identifying possible risks, troubleshooting problems and managing competing priorities
- The ability to take initiative and deliver on time

Desirable skills and experience

- Experience in primary data collection and sensitivity analysis
- Experience in designing web-based applications and coding
- Experience in planning, hosting, and speaking at public events
- Language skills, especially French, German and Spanish

How to apply

The deadline for applications is 21 August. Please send your CV and a covering letter (max. 2 pages) to: recruitment@publishwhatyoufund.org, outlining:

- Why you want to work at Publish What You Fund.
- What you think the challenges are collecting primary data for the Aid Transparency Index
- Why you are suitable for the role, addressing the responsibilities and experience required as listed above