



Project Assistant

Salary £23,000 - £27,000 depending on experience, based in London
Fixed term contract (12 months)

Publish What You Fund is the global campaign for aid and development finance 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 Project Assistant to support our research and advocacy work, including the Aid Transparency Index.

Job summary

Publish What You Fund is looking for a detail-oriented, numerate Project Assistant to support our work on aid transparency. The immediate priority is to produce a forthcoming *UK Aid Transparency Review* and the *2020 Aid Transparency Index*, from research design to publication. This work includes: supporting data collection; liaising with campaign partners and donor agencies; collating and checking data and results; drafting analysis for the corresponding reports; and supporting the launches and other communications.

The Project Assistant may also be asked to 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 12-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. The position is based in London; very occasional travel may be required within Europe.

Role and responsibilities

1. Assist with the production of the forthcoming *UK Aid Transparency Review* and *2020 Aid Transparency Index*, including:
 - Supporting data collection using online research and data collection tools
 - Liaising with independent experts 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 reports, briefing notes, blogs and other communications products

- Supporting the project management of the research and launches, including 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
 - Keeping up to date with the work of academic and policy experts on aid, development finance, open data and transparency
 - Supporting Publish What You Fund's Developer as needed with the testing of tools, such as the Aid Transparency Tracker and Data Quality Tester.
 3. Communications and advocacy with funding agencies, collaborators and researchers. This may include:
 - Responding to enquiries about the Index methodology and approach
 - 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

- Studies in social sciences with an international perspective, including development studies, economics, human rights or international relations, with some quantitative research methods
- 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
- Good verbal communication skills 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 statistical analysis
- Some programming/coding experience
- Experience in organising public or policy/research events
- Language skills, especially French, German, Spanish, Japanese, Mandarin or Korean.

How to apply

The deadline for applications is Sunday 10th March at 11.59pm. Please send your CV and a covering letter (max. 2 pages, size 11 font) by email, with subject line **Project Assistant**, to: recruitment@publishwhatyoufund.org, outlining:

- Why you want to work at Publish What You Fund

- What you think the challenges are in collecting primary data for the Aid Transparency Index
- Why you are suitable for the role, addressing the responsibilities, skills and experience required as listed above

We expect to hold interviews during the week of 18th March.