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**Position Description**

**Program Manager (Contract Position) – Institute for Economics and Peace**

The Institute for Economics and Peace (IEP) is an exciting non-profit global research organisation dedicated to shifting the world’s focus to peace as a positive, achievable, and tangible measure of human well-being and progress.

Rated as one of the world’s most impactful think tanks by size its work is used and widely cited by many of the leading organisations in the world including UN, OECD and the World Bank. It also has an existing global consulting practice, performing work for many of the leading multi-lateral organisations and government departments globally. Headquartered in Sydney, IEP is an international organisation with offices in New York, The Hague, Brussels, Mexico City and Harare.

IEP main products - the Global Peace Index and Global Terrorism Index - receive billions of media impressions per annum and are considered the leading products in the world in their field. The Institute’s core research products are used in thousands of universities courses and with partners conducting training courses in countries such as Zimbabwe, Tunisia, Mexico or Uganda. The Institute’s research is regularly featured in leading international media publications including the Guardian, FOX, Deutsche Welle, France24, Washington Post, CNN, and BBC.

Other leading organisations that the Institute partners with include Economist Intelligence Unit, Stimson Centre, Rotary International, International Chamber of Commerce, the Club de Madrid, and the Commonwealth Secretariat.

In addition to producing the Global Peace Index and the Global Terrorism Index, IEP contracts internationally to, organisations such as, but not limited to, the United Nations, the World Bank, the OECD and the Department of Foreign Affairs and Trade (DFAT). In these, IEP provides data driven research services to inform and prioritise client policies across peace, conflict, violent extremism, ecological threats and the global development agenda.

**Program Manager (contract) Role**

The position will be an initial fixed term contract with extensions after successful completion. Under the supervision of the Director of Research, the successful applicant will be responsible for (1) coordinating and producing successful research grant applications, (2) management of multiple projects and conflicting deadlines, (3) liaising with IEP’s global offices and (4) client and contract management.

The successful candidate will have a background in quantitative and/or qualitative research in one or more of the fields of economics, statistics or the social sciences. In addition, the candidate will also have demonstrable experience, preferably gained from the private but also the public sector, in the following areas:

* Success in writing and winning research grants and proposals.
* Client and contract management.
* Research project management across multiple projects with competing deadlines.
* Client Presentations.
* Accurate reporting of project progress.
* Identifying project risks early.

The role will suit professionals in business/consulting/government looking to transfer their skills into a new and socially impactful organisation.

**Selection criteria and desired previous experience**

* Degree in business, economics, statistics, and/or other social sciences discipline.
* Minimum two years’ professional experience conducting empirical research.
* Excellent writing skills. Experience in business or consulting writing for a non-technical audience will be prioritised over academic publications.
* Strong interpersonal and client management skills.
* Advanced Microsoft Excel skills is expected.
* Strong grant writing and research proposal experience.
* Demonstrated success in revenue raising.
* A track record of successful project management.
* Commercial/consulting experience would be highly advantageous.
* Can work with minimal supervision.
* Minimum 10 years work experience.

**Duties and Responsibilities (will vary depending on candidate)**

* Coordinate consulting opportunities for IEP’s international offices.
* Organise and produce successful research proposals.
* Manage multiple projects across the organisation to strict deadlines.
* Effective client management.
* Effective contract management to avoid contract scope creep.
* Accurate reporting of projects to leadership and identifying risks early.
* Client presentations and sales pitches.
* Proofreading Client and Core Reports.
* Be available for morning and evening meetings across US and EU time zones.

**Desired personal qualities**

* Excellent attention to detail and solution oriented.
* Strong work ethic.
* Ability to meet multiple deadlines in a fast-paced work environment.
* Ability to work well under pressure with discretion and judgment.
* Deeply committed and interested in peace and development.

**Location:** This position is based at IEP headquarters, Sydney Australia. This opportunity is open to Australian Resident candidates only.

**Hours:** This is a full time, in office, contract position.

**Remuneration:** The Program Manager remuneration package will be commensurate with experience.

**Applications to:**  CV and cover letter addressing the selection criteria and desired personal qualities to [jobs@economicsandpeace.org](mailto:jobs@economicsandpeace.org). Only short listed applicants will be contacted.

**Deadline for applications:** 14th April 2021

**Website:** www.economicsandpeace.org, www.visionofhuanity.org