The International Budget Partnership (IBP) is based at the Center on Budget and Policy Priorities (CBPP) in Washington, DC. Established in 1997, IBP collaborates with civil society organizations in countries around the world to use budget analysis and advocacy as a tool to improve governance and reduce poverty. In addition to its support to civil society efforts within countries to improve budget policies and implementation, IBP and its partners conduct research and advocate at the national and international level for improvements in budget transparency, participation and accountability.

The Open Budget Initiative (OBI) Program within IBP is a research and advocacy initiative that, in collaboration with independent civil society researchers, produces the biennial Open Budget Survey – a comparative assessment of budget transparency and accountability in over 100 countries. The Survey has attained a global reputation as a reliable and independent measure of budget transparency.

IBP is seeking a Research Assistant to work on its Open Budget Survey with a team of international budget experts. The Survey uses indicators drawn from international good practices to assess transparency and public engagement in national budgets and the strength of budget oversight provided by national legislatures and audit institutions. The Survey also tracks on an ongoing basis the publication of key budget reports by national governments. The Research Assistant will report to the Director of International Advocacy and the Open Budget Initiative.

Responsibilities:

**Knowledge Production**

- Collect, analyze, and fact-check data on government budgets to assess budget transparency practices in a subset of the countries in the Open Budget Survey
- Draft country summaries in English
- Assist in preparing major reports and analyses on budget transparency for governments, international donors, civil society organizations, and the media. Work may include background research, creating tables and graphs, as well as proofreading

**Project Management**

- Identify and follow up with peer reviewers in designated countries
- Draft and proofread project correspondence
- Maintain project files and a project deadline tracking system to generate progress reports
- Assist with the new Open Budget Survey Tracker pilot as needed, including: remind researchers to submit updates; and update Open Budget Survey Tracker budget library and website monthly. Collect reports on national dissemination events, including media coverage
- Support, as needed, OBI program events and trainings in methodology and dissemination
- Assist in assembling materials for events and distribution
Skills and requirements:
The requirements listed below are representative of the knowledge, skills, or ability required to perform the essential duties of this position satisfactorily:

- Bachelor’s degree required. A master’s degree or some work experience are desirable (background in economics, international affairs, or public policy)
- Strong quantitative skills; familiarity with statistical analysis using STATA or SPSS is desirable
- Excellent writing skills: fluency in English and the ability to write research reports according to the formats employed within the OBI program
- Language skill in French is a plus but not essential
- Demonstrate a commitment to accuracy and the ability to multitask and meet multiple deadlines by maintaining a high level of organization
- Strong interpersonal skills and the ability to thrive in and contribute to a culture of collaboration and teamwork

Compensation:
Salary commensurate with experience; excellent benefits, including three health insurance options; dental and vision care; life and long-term disability insurance; retirement; MERP; DCAP; and generous vacation, sick leave and holiday schedules.

To apply:
Send a resume and cover letter via email to nahmad@internationalbudget.org. Please note the position title – IBP Research Assistant – in the subject area of your email. Please, no phone calls.

The Center is an Equal Opportunity Employer.