



THE INTERNATIONAL BUDGET PARTNERSHIP
is currently accepting applications for the following vacancy:

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| <u>Position:</u> | <i>Program Officer (Latin America)</i> |
| <u>Program / Unit:</u> | Open Budget Initiative |
| <u>Opening date:</u> | September 15, 2015 |
| <u>Closing date:</u> | October 15, 2015 |
| <u>Job location:</u> | <i>Washington, D.C.</i> |
| <u>Employment Status:</u> | <i>Full time, exempt</i> |

ORGANIZATIONAL OVERVIEW:

As the action plans for raising and spending public money, budgets are the most essential tool that governments have to fight poverty and meet the needs of a country's people. The most effective way to ensure that budgets translate into real improvements in people's lives is for governments to make budget information publicly available and to engage citizens and civil society in budget decisions and oversight. This is why the **International Budget Partnership (IBP)** focuses on budgets. At the core of the IBP's work to improve governance and fight poverty is our close collaboration with civil society organizations around the world to improve budget practices, systems, policies, and outcomes.

Central to the IBP's success, and that of our civil society partners, is our ability to use communications media, tools, and strategies to raise the profile of our work, advocate for transparency and participation in public budgeting, disseminate relevant research findings, and support collaboration and learning.

POSITION OVERVIEW:

At IBP, we work to ensure that government budget systems are more transparent and accountable to the public and thereby more responsive to the needs of the poor. Through our global research and advocacy program, the [Open Budget Initiative](#), we promote public access to budget information and the adoption of accountable budget systems. This work includes:

- [Open Budget Survey](#): The only objective, comparative, and regular worldwide measure of budget transparency, participation, and accountability, the Survey evaluates whether governments give the public access to budget information and opportunities to participate in the budget process at the national level.
- [Research](#): We carry out and commission short-term and long-term research projects that look at various aspects of budget work. This research allows us to dig deeper and examine the causes and consequences of budget transparency, participation, and accountability and identify incentives for governments to improve their budget policies and practices.

The IBP is seeking a **Program Officer for its Open Budget Initiative program in Latin America** to

coordinate and monitor the implementation of its biennial Open Budget Survey (OBS), and conduct priority research on budget transparency for a subset of the countries covered by these OBI research undertakings, as assigned and agreed by the team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

The *Program Officer* will be responsible for the following:

- Participates in developing the program strategy for and priority activities of the Open Budget Initiative, develops annual work plans and contributes to budgeting exercises, and collaborates with colleagues to ensure that the OBI research agenda best contributes to the realization of IBP's mission
- Coordinates the implementation of the Open Budget Survey and conducts research on budget transparency in a subset of countries covered by these research priorities, as assigned and agreed by the team, including drafting research outputs
- Provides technical assistance and support to research partners in assigned countries, and where appropriate, coordinates with other OBI and IBP colleagues to organize the provision of technical assistance and support required by research partners
- Closely monitors, paces and reports on the progress of implementation to the OBS Supervisor and the OBI Director, including drafting sections of OBI team reports as required or requested and writing articles on the work in the countries covered
- Manages relations with partners in assigned countries, including supporting research partners in their engagements with key accountability stakeholders from civil society and the academe, government and other multilateral institutions, and representing IBP in meetings and conferences in the countries/region.
- Collaborates and coordinates with all other IBP teams as may be required to support, document, and evaluate OBI Program implementation in the designated region, including participating in periodic review meetings and initiatives to work through process improvements for OBI program and research protocols
- Collaborates with other IBP colleagues for other OBI priority activities, other IBP in-country work and IBP advocacy initiatives
- Trains and mentors research assistant(s) for participation in OBI work
- Contributes to drafting terms of reference for consultants, supports the execution and monitoring of consultant performance

QUALIFICATIONS and REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills, or abilities required to perform the essential duties of this position satisfactorily:

- Bachelor's degree in public policy or equivalent field, required; Master's degree, preferred.
- 2 to 5 years of experience with public financial management in a variety of country contexts, including in developing countries, or related development field
- 2 to 5 years of experience conducting & documenting results of social science research, preferably multi-year, multi-country collaborative research projects undertaken by civil society organizations
- High familiarity with development issues for Latin America

- 2 to 5 years of experience giving public presentations, and contributing to and delivering training for research partners, desirable
- Strong written and verbal communication skills: ability to communicate effectively with colleagues, partners, consultants and representatives of government and other multilateral organizations
- Verbal and spoken fluency in Spanish and English is required
- Strong analytical, quantitative and qualitative research skills
- Proficiency with Microsoft Office package required; proficiency with statistical analysis using STATA or other similar package, desirable

COMPENSATION:

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

TO APPLY:

Send a resume and cover letter via email to applications@internationalbudget.org. Please note the position title – ***Program Officer for Open Budget Initiative (Latin America)*** – in the subject area of your email.

No phone calls please.

The International Budget Partnership is an Equal Opportunity Employer.