

Job Description

Please submit organisational chart to your business associate along with the Job Description

VACANCY INFORMATION			
Job Title	Research Advisor	Manager Name/Title	Policy Manager
		Department/Office	Education Embedded lab/Rwanda
History of Position	New	FOR GLOBAL HR USE ONLY	
JD Last Revised		Requisition ID	
Job Grade	C2	ADP ID	
SMT Member		Work Unit ID	
Employee Type		Overtime Exemption	
Contract Type	Fixed-Term	EEO Code	
Contract Duration	One Year, renewable	Workers Comp Code	
Hours per Week	40		
Vacancy Type	Open to nationals only		
Vacancy Details			
Preferred Office Loc.	Rwanda		

JOB PURPOSE *(Limit 750 characters)*

The Research Advisor will be embedded in the department of Education Sector Planning, Monitoring and Evaluation at the Ministry of Education, Rwanda. The Research Advisor's role will involve strategic collaboration and technical support, including creating awareness and supporting streamlining of data flows to and within the Ministry, equipping decision-makers in the Ministry with the necessary data for decision-making, and highlighting gaps and recommending necessary actions.

MAJOR RESPONSIBILITIES

% of time	Activity	End Results
50%- Research activities, data analysis , report writing and evidence dissemination	● Coordinate implementation of the Research & Learning Agenda across education sector departments and institutions, facilitating mixed-methods and administrative-data research activities from scoping through analysis and reporting; ● Support timely analytical work and forecasting of education inputs and outcomes; ● Develop briefs, technical reports, and slide decks that integrate findings for senior leadership and sector stakeholders.	● The Research and Learning agenda is implemented in collaboration with the HoD Planning and there's regular meetings for evidence sharing to support policy decisions ● There's a number of co-created evidence, using both survey and admin data and generated evidence is communicated and used
30% - Coordination on Edu-lab activities and institutionalization process	● Support the Head of Education Sector Planning, M&E Department to coordinate Evidence Lab activities in REB and NESAs; ● Support the Head of Education Sector Planning and M&E Department by undertaking STARS related activities; ● Lead efforts to institutionalize the Embedded Evidence Lab within government systems, refining processes and tools to ensure sustainability;	● There's a clear and good collaboration of IPA embedded staff and the government counterpart staff on a particular analytical work ● Developed materials for the lab institutionalization and transition process
20%- Capacity strengthening and learning exchange & Monitoring activities	● Work with the Chief Digital Office team to support the EMIS integration process and propose the systems' monitoring and evaluation frameworks; ● Design and facilitate targeted workshops, learning exchanges, and inter-agency dialogues to build capacity for evidence-informed decision-making.	● The capacity strengthen plan is drafted and shared ● There's a strong communication and collaboration with the CDO on the continuous systems improvement, monitoring and evaluation frameworks ● The workshop sessions/learning exchange events are organized based on generated evidence, and the relevant stakeholders are engaged to attend

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE					
Required Professional Experience	● A Master's Degree in (or a field related to) Education Planning and Leadership, Education Economics and Public Policy ● Minimum 5 years' experience with quantitative forecasting and advanced analytics (STATA, R, Python or equivalent) ● Minimum 5 years' experience designing and executing mixed-methods field studies (including sampling, data collection and analysis). ● Demonstrated ability to lead end-to-end research projects, from inception through report/publication, and stakeholder engagement ● Demonstrated track record translating evidence into policy briefs, workshops or high-level presentations. ● Proven ability to coach and build capacity among multi-sector teams and government partners. ● Excellent organizational, written and verbal communication skills; strong time-management and facilitation abilities;				
Required Education, training, license, registration, and certification	A Master's Degree in (or a field related to) Education Planning and Leadership, Education Economics and Public Policy				
Preferred Knowledge and Qualifications	Knowledge of Data Visualization tools such as Power BI, R Shiny, or Tableau would be an added value;				
Travel and/or Work Environment Requirement	Ability to travel up to 3%	Physical Requirements		Language Requirements	Proficiency in English and Kinyarwanda

KEY WORKING RELATIONSHIPS		
Contact (within IPA or outside IPA)	Reason for contact	Frequency of contact
IPA Policy Manager	Supervision, checking on progress of the work and support needed, providing guidance on key perspectives of the	Once a week
DG-Planning and Monitoring and Evaluation, MINEDUC	Engagement and progress check on lab unit activities, data and evidence generation & capacity strengthening	Once a week

Chief Digital Officer, MINEDUC	Engagement and progress check on lab unit activities- data systems & capacity strengthening and transition approaches	Once a month
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APPLICATION INSTRUCTIONS

INTERESTED APPLICANTS MEETING THE POSITION REQUIREMENTS SHOULD COMPLETE AN ONLINE APPLICATION AND SUBMIT THEIR CV AND REQUIRED DOCUMENTS THROUGH THE FOLLOWING LINK:

https://innovationsforpovertyaction.formstack.com/forms/ipa_rwanda_research_advisor_job_application_form

APPLICATIONS WILL BE CONSIDERED ON A ROLLING BASIS. APPLICATIONS SUBMISSION DEADLINE IS **October 11, 2025**. ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED.