

**INTERNATIONAL CENTER FOR RESEARCH ON WOMEN**  
**VACANCY ANNOUNCEMENT**  
**Gender and Population Specialist**  
**Washington, DC**

The International Center for Research on Women (ICRW) is an organization comprised of international development professionals – researchers, policy specialists and program managers committed to the creation and sharing of the needed tools, approaches and techniques that will serve as catalysts for change for women worldwide. Due to strategic growth, ICRW currently seeks a Gender & Population Specialist.

The Gender and Population specialist will collaborate on policy-and program-relevant research examining the impact of fertility declines and contraceptive access on women's empowerment and gender relations in developing countries, and contribute to the continued development and strengthening of an ICRW network of experts on gender and population. The incumbent will also provide technical and managerial expertise in research and programming to projects focusing on other gender and development issues (e.g., economic empowerment, reproductive health, gender-based violence) as needed.

**Education:** Ph.D. degree in a relevant social science field (sociology, demography, gender and development, public health, public policy, economics, public administration).

**Experience:** A minimum of 2 years post-graduate experience in program and policy-oriented research and/or program work related to gender, population, and social science issues in developing countries is required. Previous research and/or program work experience in Africa or Asia is preferred, as well as a working knowledge of and an interest in at least one subject area listed above.

**Language:** Fluency in English required. Proficiency in another language is desirable.

**Required Skills:**

Research Skills

- Very strong quantitative research skills, including knowledge of research design and methodology, multivariate analytic techniques, and the management and analysis of large data sets.
- Demonstrable proficiency in one or more of the following statistical software packages: Stata, SPSS, or SAS.
- Experience linking research findings with policies and program practice.
- Specific experience in field research, evaluation research, survey methodologies and implementation.
- Experience in planning and implementing monitoring and evaluation (M&E) for projects and portfolios of projects.

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**Management Skills**

- Strong organizational, networking, and negotiation skills in order to sustain viable relationships with donors and other partners, as well as communicate knowledgeably about project concepts, progress, and impact within and outside ICRW.
- Demonstrated strategic thinking skills and proficiency in advancing ICRW's outreach goals by increasing ICRW's visibility in local, regional, national, and international arenas through publications in peer-reviewed journals and elsewhere, and extending the impact of ICRW research through strategic communications with political leaders, policy-makers, donors and implementers of development programs.
- Prior experience interacting with donors (existing and potential), developing proposals, defining scopes of work and managing all phases of projects (proposal, planning, implementation, and close out).
- Ability to create, maintain and align team with project workplans and budgets. Experience managing projects at the headquarters and field levels strongly preferred.
- Excellent written and verbal communication skills and presentation abilities.

**Personal Competencies**

- High degree of initiative, pro-active responsibility, and "can do" attitude, with the ability to work independently or with minimal direct supervision.
- Strong analytical and conceptual skills.
- Quick learner who can apply consulting and project management skills to incubate new ideas successfully and run discrete projects through to completion with modest oversight.
- Ability to translate complex research findings into actionable messages (for donors and ICRW) and work with counterparts in External Relations to develop internal and external dissemination strategies.
- Ability to collaborate with colleagues from diverse backgrounds and willingness to contribute to team members' work at short notice.
- Ability and willingness to assume high-visibility institutional roles, such as standing committee participation and collaboration with other researchers across and outside the organization.

**Principal Responsibilities and Tasks:**

**Research, Monitoring, and Evaluation**

- Co-author at least one chapter of an edited volume on the impact of fertility declines and contraceptive access on women's empowerment and gender relations in developing countries.
- Collaborate with colleagues on research papers (including methodology development, data gathering, analysis, synthesis, and writing) examining the impact of fertility declines and contraceptive access on women's empowerment and gender relations in developing countries.
- Under the guidance of project director(s), helps lead conceptual development and implementation of projects' research and program activities and deliverables, including

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literature reviews, secondary analyses, and synthesis of findings, as well as portfolio monitoring and evaluation, study design, data collection, and analysis.

- Analyze and synthesize research findings on complex issues and help to develop research products relevant to a range of audiences, including non-research audiences.
- Produce and collaborate on project-related technical deliverables, including research briefs, presentations, white papers, funding proposals, donor reports, and monitoring and evaluation guidelines, indicators, and frameworks.
- Provides technical support to specific partners, including conceptual and instrument design, program design, research training and capacity building, data management and analysis, and dissemination of project results in presentations, reports, and published papers.

Project Management

- Provides day-to-day management of project workstreams and plans, including monitoring, coordinating, and updating workplans to ensure project team, consultants, and partners are on track with intermediate and final deadlines for deliverables.
- Manages routine communications with the team, network members, consultants, and other partners on the routine functioning of projects, and produces project reports and updates as needed.
- Assists in staffing management and ensures team members and consultants have necessary support and are fully utilized.
- Works in close collaboration with senior staff to define and update strategic direction and workplans for projects.
- Oversees, monitors, and maintains the project budget in coordination with project directors.
- Works in close collaboration with senior staff to define and update strategic direction and workplans for projects.

Interested candidates should submit a letter of interest summarizing their background and interest in the field of gender and population, curriculum vitae, and two writing samples to [jobs@icrw.org](mailto:jobs@icrw.org) with “**Gender and Population Specialist**” in the subject line. Screening of applicants will continue until the position is filled.

ICRW is an equal opportunity employer, M/F/D/V