

## Job Description

### Summary

Job title	Research Manager, Centre for the Study of African Economies (CSAE), University of Oxford
Division	Social Sciences
Department	CSAE, Department of Economics
Location	Manor Road Building, Manor Rd, Oxford OX1 3UQ, United Kingdom
Grade and salary	Grade 6: £ 34, 982 - £ 40, 855 per annum, depending on experience
Hours	Full-time (37.5 hours/week)
Contract type	Fixed term for 12 months in the first instance, with the possibility of renewal dependant on external funding
Reporting to	Dr Niccolò F. Meriggi
Vacancy reference	176158
Recent publications	<a href="https://www.nature.com/articles/s41586-024-07158-w">https://www.nature.com/articles/s41586-024-07158-w</a>

### The role

CSAE is seeking to appoint a full-time Research Manager to provide research and administrative support across multiple research projects co-led by Dr. Niccolò F. Meriggi.

All projects are based in Sierra Leone and intend to address questions related to improving the delivery of basic services through the public sector in resource-constrained settings. The research projects will address fiscal, technical, and political factors affecting the delivery of public services.

The Research Manager will be supporting (though not exclusively) the following projects:

- Scaling Bundled Vaccination in Rural Sierra Leone
- Cost-Effective Health Service Provision
- Energy Transition for Small Medium Enterprises in Sierra Leone
- Strengthening Property Tax Administration through the Acceptability of Enforcement
- Candidate Entry into Local Government



The Research Manager will play a key role in managing Research Assistants based in Sierra Leone, overseeing field operations, developing survey instruments, and supporting other projects on ad-hoc basis.

Responsibilities include designing and supervising training sessions for enumerators, supervising project implementation, and creating materials essential for the project such as training manuals and scripts. The role also involves conducting data quality checks, supporting stakeholder engagement, and handling general logistics in coordination with the Principal Investigator(s) and the project's Field Coordinator. The postholder would be required to travel to Sierra Leone when the project demands.

In addition, the postholder will play a significant role in supporting the dissemination of project findings through the preparation of presentations and policy briefs.

This position is a great opportunity for those hoping to go on to doctoral work in economics or public policy or a career in international development in the civil service, NGOs or think-tanks. It provides excellent exposure for the applicant's future career, specifically through oversight of a large-scale randomized control trial implemented in collaboration with the ministry, and other international organizations .

The post-holder would gain access to the broader CSAE research centre, including attending seminars and conferences and potentially taking some courses not for credit.

A successful candidate will have the ability to carry out independent quantitative research, excellent skills in statistics/econometrics and a demonstrated ability to take responsibility for driving new projects to completion. They should hold excellent team working, communication and organisational skills, with a keen eye for detail. A Master's degree in economics, or development studies with a quantitative focus is required, along with prior experience managing research teams in resource constrained settings. Proficiency in Stata and previous experience working in Sierra Leone and managing large teams of enumerators and Research Assistants are essential.

## Responsibilities

1. Quantitative research on specific research projects, including the following tasks:
  - Match, clean and analyse household and individual level data, with support and guidance from the Principal Investigator;
  - Conduct and present original quantitative data analysis;
  - Construct and follow a coherent and structured data management and organization system;
  - Contribute to research presentations and publications.
2. Contribute to the design, management and oversight of field-based teams, including the following tasks:
  - Conduct tasks to support development of hypotheses and theoretical frameworks, such as: literature review, analysis of qualitative or administrative data;
  - Support development and coding of questionnaires (using SurveyCTO) and interventions;
  - Support the logistics and field operations of other projects;
  - Set-up data collection and management systems to ensure data quality and research integrity;
  - Build and maintain relationships with implementing partners;
  - Support PIs and implementing partners in developing budgets and activity plans, and monitoring spending.
3. Contribute to outreach and dissemination activities with support from the team to maximise the impact of the team's research findings, including the following tasks:
  - Conduct policy advisory work and produce policy briefs and working papers;

- Produce reports for donors;
  - Depending on interest, conduct cost-effectiveness analyses of interventions to inform policy discussions;
  - Work with the CSAE's communications teams on dissemination of findings.
4. Support Management and Coordination of field teams:
- Supervise a team of 3 RAs based in Sierra Leone
  - Supervise a team of 5 Field Coordinators based in Sierra Leone
  - Organise and monitor training of 100+ Enumerators in Sierra Leone
  - Organise and monitor data collection in 500+ communities in Sierra Leone

## Selection criteria

### Essential selection criteria

- Field experience working or residing in Sierra Leone;
- Master's degree in economics, or development studies with a quantitative focus;
- Proven experience in working on or supporting laboratory and/or field experiments;
- Ability to carry out independent quantitative research, including excellent skills in statistics/econometrics and programming software;
- Proficiency in Stata, R or Python;
- Demonstrable team working skills with a flexible can-do approach, self-motivation, resilience and a willingness to adapt to the changing team needs and priorities;
- Previous experience in project management;
- Proven ability to manage projects from inception to completion, including scoping, overseeing, and delivering projects;
- Exceptional organizational skills with a strong attention to detail and accuracy;
- Excellent written and oral communication skills, including the ability to synthesise complex issues for a non-expert audience.

### Desirable selection criteria

- Proficiency in using survey tools such as SurveyCTO;
- Experience in fieldwork budgeting and monitoring of expenditures with third party suppliers.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

### Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Travel outside of Europe or North America on University Business

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## The Department of Economics

Oxford Economics is one of the largest and most diverse groups of academic economists in Europe with a permanent faculty of over 50 including 11 statutory (established) professors, and there are additionally around 20 postdocs and early career researchers on fixed-term appointments of 3 or 4 years. Our members include some of the world's most distinguished academic economists.

We aim to produce first-class research across the range of the discipline, organised within nine Research Groups, covering all the major sub-fields as well as more specialist areas such as Economic History and Behavioural Economics. The Research Groups promote and support high-quality research and interaction, and provide an active and supportive research environment for faculty and research students in their field, including regular seminars/workshops. The Department is also home to several specialised economics research centres, including the world-renowned *Centre for the Study of African Economies*.

Economists in Oxford are not confined to the Department of Economics, but are also present in other places including the Said Business School, the Blavatnik School of Government and the Oxford Internet Institute and candidates may well also find researchers with related interests outside the Department. In the most recent Research Assessment Exercise (REF 2021) Oxford submitted the largest number of researchers of all UK institutions to the Economics and Econometrics Unit of Assessment (UoA). Over half of submitted outputs, impact case studies and environment statements received the highest grade of 4\*.

Members of the Department provide economics teaching for three undergraduate programmes (including Oxford's flagship *Philosophy, Politics and Economics* degree) and five graduate programmes including the *MPhil* and *DPhil in Economics*, with a total of around 1000 undergraduates and 330 graduate students.

For more information please visit: [www.economics.ox.ac.uk](http://www.economics.ox.ac.uk).

## Social Sciences Division

The University's academic departments and faculties are organised into four large groups known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,100 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2022. We have placed first in three of the last five years (2018, 2019 and 2022).

More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area 'units of assessment' – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4\*, the highest score available). More than two-thirds (69%) of the research's impact was also recognised as world-leading (4\*). Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division.

Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. Particular research highlights in recent years have included COVID-19 and Climate Change. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year.

As part of our commitment to equality of opportunity, eleven of our departments have achieved Bronze awards under the Athena Swan Charter (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender). Our School of Geography and the Environment holds an Athena Swan Silver award. In February 2023, for the first time, the University as a whole was awarded an institutional Athena Swan Silver award, acknowledging the progress that has been made in addressing a number of gender gaps across the University over the last five years.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: [www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk).

### How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a **CV and a supporting statement**. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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### Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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### If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly to [personnel@economics.ox.ac.uk](mailto:personnel@economics.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

## University Benefits, Terms and Conditions

Details of University policy in the following areas can be found at the links provided.

### ***Salary***

[Academic staff pay | HR Support \(ox.ac.uk\)](#)

### ***Pension***

<https://finance.web.ox.ac.uk/uss>

### ***Sabbatical leave***

[Council Regulations 4 of 2004 | Governance and Planning \(ox.ac.uk\)](#)

### ***Outside commitments***

<https://hr.admin.ox.ac.uk/holding-outside-appointments>.

### ***Intellectual Property***

<https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002>

### ***Managing conflicts of interest***

<https://researchsupport.admin.ox.ac.uk/governance/integrity>

### ***Membership of Congregation***

<https://www.ox.ac.uk/about/organisation/governance> <https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation>

### ***Family support***

<https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>.

<https://childcare.admin.ox.ac.uk/home>.

<https://www.newcomers.ox.ac.uk/>.

### ***Welcome for International Staff***

<welcome.ox.ac.uk>.

[Home | Staff Immigration \(ox.ac.uk\)](#)

### ***Relocation***

<https://finance.admin.ox.ac.uk/relocation-scheme-arrangements#collapse1094916>

### ***Promoting diversity***

<https://edu.admin.ox.ac.uk/home>

### ***Other benefits and discounts for University employees***

[Staff benefits | HR Support \(ox.ac.uk\)](#)

***Pre-employment screening***

<https://jobs.ox.ac.uk/pre-employment-checks>.

***Length of appointment***

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years. See [Academic posts at Oxford | HR Support](#)

***Retirement***

The University operates an employer justified retirement age for academic posts of 30 September immediately preceding the 70th birthday. See <https://hr.admin.ox.ac.uk/the-ejra>

***Data Privacy***

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

<https://compliance.admin.ox.ac.uk/data-protection-policy>.