

Deputy Program Manager, PILCEE (7399U), Center for
Eff Global Action - 71979
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243565>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 22, 2024, set to expire Dec. 20, 2024

Job Title	Deputy Program Manager, PILCEE (7399U), Center for Eff Global Action - 71979
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Economics - General Political Science - General Public Policy & Administration
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Center for Effective Global Action ([CEGA](#)) is a hub for research, training and innovation headquartered at the University of California, Berkeley. We generate insights that decision-makers can use to improve policies, programs, and people's lives. Our best-in-class academic network includes nearly 200 faculty, 80 scholars from low- and middle-income countries (LMICs)-primarily from East and West Africa-and hundreds of graduate students from diverse academic disciplines who produce rigorous evidence about what works to expand education, health, and economic opportunities for people living in poverty. Our business model involves curating policy-relevant research agendas in collaboration with development leaders, overseeing competitive grant-making to answer critical questions, investing in research capacity, and strategically connecting research and ideas to inform decision-making by governments, NGOs, and the private sector.

CEGA values diversity and seeks to include people from under-represented groups on our team. Read

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our [values statement](#).

Position Summary

The CEGA-led PILCEE initiative will provide a platform for engaging academics from the social and behavioral sciences to strengthen USAID's programming by understanding the causal impact per dollar of its programs while advancing the global evidence base. Reporting directly to the PILCEE Program Manager/CEGA Executive Director, Carson Christiano, the Deputy Program Manager (Deputy) will provide day-to-day management of PILCEE program activities, ensuring high-quality technical contributions from consortium stakeholders (including partners in low- and middle-income countries), building and maintaining strategic partnerships, liaising with USAID's Office of the Chief Economist (OCE) and Operating Units (OUs) as needed, and serving as a key organizer and thought partner to the Faculty Director, Edward Miguel, and Program Manager.

Application Review Date

The First Review Date for this job is: 09/03/2024. Candidates will be reviewed on a rolling basis thereafter, this position open until filled.

Responsibilities

Program Implementation, including leading and directing a wide variety of projects and following through with all levels of staff and individuals inside and outside the organization: (35%)

- Oversee implementation of day-to-day PILCEE activities, identifying and leveraging synergies with other CEGA programs and global development needs.
- Coordinate and hold accountable the PILCEE project team comprising in-house staff at UC Berkeley, consultants, subcontractors, faculty, and graduate students.
- Co-Chair the PILCEE Opportunity Assessment Team (OAT) and engage with relevant members of the consortium to ensure the timely creation and delivery of high-quality research outputs for USAID.

Cultivate high level contacts of a sensitive nature, internally and externally, requiring discretion and diplomacy in order to negotiate or persuade officials to adopt proposed PILCEE process or programmatic recommendations: (30%)

- Serve as a point of contact with USAID, liaising with the Agreement Officer's Representative

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(AOR) and the OCE on matters related to overall program management.

- Coordinate concurrent activities with Activity Managers from various USAID OUs, rapidly deploying relevant staff, consultants, and academics to complete activities and diligently monitor progress.

Develop and coordinate PILCEE policy and program communications; formulate related strategy: (15%)

- Design and implement PILCEE events and trainings in collaboration with CEGA's Events and Communications Team and consortium stakeholders, including developing timelines, budgets, agenda, and materials; overseeing logistics; coordinating faculty honoraria; and making intellectual contributions to programming by designing agendas, selecting speakers and participants, and presenting at events as appropriate.
- Develop and coordinate content for a PILCEE online presence including web, newsletter, blog, and other channels, in coordination with communications leads at CEGA, USAID, and consortium partners as needed.
- Coordinate the dissemination of evidence and insights from PILCEE research to policymakers and partners in accordance with approved branding and marking strategies, and consulting relevant stakeholders as needed, including conceptualizing briefing materials and managing their production, coordinating publication support for local PIs, and monitoring media coverage.

Collaborate with partners to coordinate the development, implementation, and monitoring of PILCEE progress: (10%)

- Monitor PILCEE progress across all activities to ensure completion of program milestones and project aims.
- Serve as the point person for technical reporting to USAID, in close collaboration with the PILCEE Program Manager, Senior Finance Officer, and UC Berkeley central campus.
- Solicit inputs from in-house staff, subcontractors, and consultants to produce timely, accurate, and high-quality progress reports for USAID.
- Set up systems to continuously track all program outputs against performance indicators and ensure that all data collected through PILCEE is uploaded to appropriate data libraries.
- Provides analysis for complex programmatic and systems data.
- Mentor PILCEE staff, especially junior colleagues, on work plan design, performance management, and professional development, as needed.

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Propose, lead, and/or participate on policy, strategy and planning committees or working groups:
(10%)

- Actively participate in CEGA-wide activities, including internal working groups, process improvement and documentation, event planning, and performance management.

Required Qualifications

- MA/MS in Economics, Political Science, or related social or behavioral science, or public policy or administration and/or equivalent experience/training.
- Experience working directly with academics to design, conduct, and/or interpret the results of evidence of impact and cost-effectiveness from randomized evaluations.
- Demonstrated interest in and knowledge of evidence-based policy-making.
- Ability to multi-task with demanding time-frames.
- Advanced project management skills to be able to effectively deliver against responsibilities outlined above and ensure the delivery of high-quality research and evaluation-related activities and products.
- Advanced analytical and problem-solving skills: advanced skills in short-term and long-term planning, analysis, problem anticipation, and problem solving; ability to independently investigate solutions to challenges and anticipate leadership/sponsor needs.
- Ability to manage a large, complex contract with both core funding and buy-ins from OUs across USAID.
- Excellent written and verbal communication skills.
- Ability to think strategically, build trust, and communicate and collaborate effectively and openly with a diverse range of stakeholders, including USG clients, both US- and LMIC-based academic institutions/academic researchers, and other partners.
- Self-directed, intrinsically motivated; proven capacity to manage work independently, multitask, and be responsive to time-sensitive deadlines.
- Strong and effective interpersonal skills in working with colleagues at all levels; ability to use discretion and maintain confidentiality; cultural sensitivity and demonstrated ability to work diplomatically with diverse constituencies.
- Advanced knowledge of common organizational or research-specific computer application programs; strong competency with MS Office and Google Suite applications.

Preferred Qualifications

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- Minimum five (5) years of relevant professional experience, preferably with substantial experience related to managing large-scale, multi-country, and/or multi-million-dollar research- or MEL-related contracts.
- Familiarity with USAID; experience working on and, preferably managing, large USAID contracts.
- Expertise in the core technical areas relevant to this contract, namely impact evaluation methodology, particularly randomized controlled trials (RCTs), and cost-effective analysis.
- Familiarity with the current global evidence base on measuring intervention effectiveness using RCTs.
- Experience promoting a culture of learning and evidence use.
- Familiarity with journal review processes and academic research grant-making.

Salary & Benefits

This is a 2 year, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension. This is a monthly paid, exempt position.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary that the University reasonably expects to pay for this position is \$98,000 - \$132,000. [CEGA's Compensation Model](#).

How to Apply

- To apply, please submit your resume and cover letter.



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Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=5559449&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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