

Project Manager (7398C), Center for Effective Global
Action - 81492
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263150>

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Posted Sep. 29, 2025, set to expire Jun. 30, 2026

Job Title	Project Manager (7398C), Center for Effective Global Action - 81492
Department	Center for Effective Global Action
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research Methods/Data Analysis Economics - General
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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.

Position Summary

CEGA seeks a Research Project Manager (RPM) to support the Center's new Data Privacy Lab, which explores how privacy-enhancing technologies (PETs) can enable data sharing, research, and innovation in LMICs. Through a series of real-world collaborations with partner organizations, the Lab will develop and deploy PETs in LMIC settings, using these experiences to create a privacy playbook that supports future organizations in navigating the complexities of applying PETs in practice.

Application Review Date

The First Review Date for this job is: 10/10/2025.

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Responsibilities

Data Privacy Research Management: 40%

The RPM will coordinate research activities and lead study partner relations for multiple projects that involve the development and deployment of PETs in data-intensive LMIC settings. Specific responsibilities include:

- Utilize exceptional project management, strategic thinking and communications skills to manage key, often high-stakes relationships.
- Includes building and stewarding relationships with study partners, supporting the negotiation of partnership agreements/MOUs, and serving as a bridge between partners, researchers, and the CEGA's broader network.
- Oversee general project management of Data Privacy Lab including coordinating contributions from multiple research staff members on several projects simultaneously, in close collaboration with supervisor.
- Organize and develop agendas for weekly research team meetings, proactively share updates, support recruiting and onboarding of new staff in partnership with CEGA's HR Associate, and (potentially in the future) provide mentorship to support their professional growth and development.
- Identify, scope, and leverage opportunities for project expansion (e.g. new modalities or side-studies) through strategic collaboration and fundraising.
- Support the drafting of proposals, reports, documents, analyses, and presentations for fundraising, donor reporting, and dissemination activities.
- Collaborate with research team, partners, and CEGA's communications team to translate our research into blogs, policy briefs, website content, and audiovisual outputs.
- Contribute to the writing/editing of papers for scientific publication in leading computer science and mathematics venues.

Data Privacy Lab/Programmatic Administration: 35%

- Lead financial management and pre/post award support for the Lab including developing budgets, managing grant and other funding, (technical and financial) reporting and renewals, smooth navigation of UC Berkeley systems (contracts, payments), and facilitation of project fundraising (e.g. proposal development and submission), in collaboration with CEGA's Operations team.
- Manage subawards/other agreements, including: compiling required documentation, drafting scopes of work, monitoring sub-awards to field partners, managing payments/invoicing, and

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ensuring adherence to regulations/processes, human subjects protocols, and reporting requirements.

- Provide critical operational support to the Lab including contracting with partners and vendors, managing events, scheduling, and reporting.
- Manage all event planning for the Lab, including logistics and budgeting, calls for nominations/papers, outreach, and reimbursements, with support from CEGA's Communications and Events team.

New Initiative Development: 15%

- Contribute to the development of new initiatives at CEGA related to data privacy and other intersectional topics by stewarding relationships with faculty, policymakers, and donors; identifying fundraising and partnership opportunities; contributing to concept note and proposal development; organizing panels and networking events; and supporting research coordination efforts across key projects.
- Coordinate with relevant CEGA staff and research teams to facilitate cross-project learning and exploit synergies across the portfolio.

Center-wide Activities: 10%

- Work with colleagues to update and promote the adoption of privacy-preserving and ethical practices and standards to guide development research, especially in fragile contexts.
- Actively participate in Center-wide activities, including weekly staff meetings, annual staff retreat, maintenance of standard operating procedures and process documentation, staff recruitment and onboarding, internal working groups, performance management, and other duties as assigned.

Required Qualifications

- Professional experience and/or coursework in quantitative research methods, including mathematics, statistics, econometrics, or engineering.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience working with research and engineering teams using state-of-the-art technologies.
- Familiarity with at least one programming language (e.g., Python, Java), database language (e.g., SQL), and privacy-enhancing technology (e.g., differential privacy, homomorphic encryption, secure multiparty computation, private set intersection, zero-knowledge proofs), either through hands-on experience or project/program management.

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- Self-directed, intrinsically motivated; proven capacity to manage work independently, advance multiple projects in parallel, and be responsive to time-sensitive deadlines.
- Well-organized, with strong administrative skills and outstanding attention to detail.
- Exceptional skills in strategic and short/medium-term planning, anticipating and solving problems, and "customer" service.
- Excellent and proactive written and oral communication skills, with ability to easily articulate complex content for a variety of audiences.
- Experience working or living in low- and middle-income countries.
- Excellent and proactive written and oral communication skills, with ability to easily "translate" complex content for a variety of audiences.
- Demonstrated experience managing colleagues at all levels with superb interpersonal skills.
- Ability to thrive in unstructured and rapidly changing environments; positive attitude in approaching challenges and uncertainty.
- Experience with grants management, financial oversight, budgeting, and pre/post award processes.
- Commitment to research transparency and ethics, and to scientific, evidence-led international development policy and capacity strengthening in LMICs.
- Master's degree with coursework in quantitative research methods and/or equivalent experience/training.

Salary & Benefits

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 range that the University reasonably expects to pay for this position is \$81,150.00 - \$109,200.00.

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- This is an exempt monthly-paid position.

How to Apply

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

Other Information

This position will be governed by the terms and conditions in the agreement for the Research and Public Service Professionals, represented by the UAW.

- This is not a visa opportunity.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state

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or federal law.

To apply, visit

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

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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