Data Management Assistant

International Growth Centre (IGC) is an economics research centre that provides robust academic evidence to inform policy decisions. Our team is committed to facilitate research that seeks to accelerate learning about effective policies by providing robust evidence of what works and by reframing policy questions to open up new approaches. As part of our commitment, we are seeking a detail-oriented and motivated Data Management Assistant to join our team.

Organization Overview
The International Growth Centre (IGC) works with policymakers in developing countries to promote inclusive and sustainable growth through pathbreaking research. We are a global research centre with a network of world-leading researchers and in-country teams and initiatives working across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, we are majority funded by the UK Foreign, Commonwealth and Development Office (FCDO). We work to improve the productivity of people and firms as the key driver of sustainable economic development.

Position Overview
We are seeking candidates with excellent data entry and management skills who have a passion for economic development. As a Data Management Assistant, you will play a crucial role in the knowledge management of our team. You will be responsible for cleaning and inputting new data and ensuring the integrity and accuracy of our reporting. You will work primarily with the IGC Research team and will have contact across a wide range of IGC teams. This position offers a unique opportunity to work closely with experienced researchers and contribute to the success of ongoing and future research projects.

Please note the following:
• **Hours**: Part-time up to 20 hours per week.
• **Length of Commitment**: around 8-10 weeks.
• **Remuneration**: £12-14 an hour, commensurate with experience and location
• **Contract type**: Consultancy

Key Responsibilities:
• **Data Cleaning**: Review and clean data ensuring accuracy and consistency. Identify and eliminate errors, duplicate entries, missing information, and discrepancies in the data.
• **Data Input**: Efficiently gather, collate, and import data from diverse sources into our databases, adhering to established timelines and protocols. Utilize additional resources, including web research, to fill gaps in existing data.
• **Data Analysis**: Conduct basic analysis on the data to extract meaningful insights and trends with visual representations using Ms Excel.
• **Quality Assurance**: Verify the authenticity and accuracy of existing data, including contact information. Standardize formatting and categorization of contact information across multiple sources.
• **Collaboration**: Work with the research team to understand specific data requirements of the organization and assist in other task and projects relating to knowledge management. Communicate effectively with team members to gather missing data or to clarify data-related queries.

Qualifications:
• Obtained or currently pursuing a MSc in Business, Economics, Development, Public Policy, or a related field.
• Strong attention to detail and commitment to data accuracy.
• Highly proficient in data management tools and software (e.g. Microsoft Excel).
• Basic knowledge of economic research methodologies.
• Ability to work independently and collaboratively in a team environment.
• Excellent organizational and time management skills.
• A passion for working with data, extracting insights, and supporting meaningful research.

How to apply:
Please submit your CV (no longer than one page) to IGC Research at a.anis@lse.ac.uk with the subject title “Data Management Assistant”.

Please note, we will be unable to confirm the receipt or outcome of the application for unsuccessful candidates. If we don’t respond in two weeks from the close of applications, please consider the application unsuccessful. We will be interviewing short-listed candidates over Zoom. Candidates must have access to a computer and stable internet connection.

Application Deadline:
Applications will be reviewed and shortlisted on a rolling basis but posting will close by COB 31st December 2023 with the successful candidate expected to start work as soon as possible.

At IGC, we value diversity and wish to promote equal opportunities at all levels.

To find out more about the International Growth Centre, please go to www.theigc.org