

**Consultancy Position - Cities Research and Policy Officer** – Appointment with the International Growth Centre (IGC)

- Location: Lusaka, Zambia
- Deadline: Applications will be reviewed on a rolling basis but will close by 17<sup>th</sup> Oct. Preference will be given to early applications.
- Length of Commitment: approx. 4 months (approx. 100 working days), subject to suitable performance. Applicants should be available to start as soon as possible, and no later than 1<sup>st</sup> November.
- Remuneration: approx. £100 per working day, depending on experience.
- Contract type: consultancy.

**About IGC:** Based at the London School of Economics and Political Science and in partnership with the University of Oxford, the [International Growth Centre \(IGC\)](#) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. Through an innovative model, the IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. Established in 2008, the IGC is majority funded by the UK Foreign, Commonwealth and Development Office.

**About [Cities that Work](#):** CtW is an IGC initiative that translate economic research and practical insight into clear urban policy guidance and support for policymakers. Over the past three years, CtW has undertaken significant impact-driven collaborations with several policymakers, including Mayors and Ministers, to support evidence-based urban policy reforms. The initiative is demand-led, and driven by the priorities of cities, with close feedback and direction from researchers, policymakers, and practitioners. The initiative is led by a Council that is chaired by Ed Glaeser (Harvard) and includes Sir Paul Collier (Oxford), Jennifer Musisi (former head of the Kampala Capital City Authority), Tony Venables (Manchester) and Astrid Haas (African Development Bank) as members.

**About the work in Zambia:** Since 2020, CtW has been working with the Zambian government (particularly the Ministry of the Local Government) and the UN-Habitat to support urban policy priorities. The work presently focuses on providing support on informal settlement upgrading, urban expansion planning, navigating customary land rights, and improving urban public service delivery using data and evidence. Over the 6-12 months, CtW expects to expand this work, strengthening our relationship with key policy stakeholders and new partners. The new project being commissioned focusses on (1) supporting the creation of a national informal settlement upgrading strategy, (2) supporting the creation of a local area planning guide, and (3) contributing to a national directory of urban data. This work will form the foundation for broader urban economic policy support and opportunities for future research, particularly through better urban expansion planning.

You can read about some recent IGC CtW projects in Zambia here:

- <https://www.theigc.org/project/mapping-informal-settlements-in-lusaka/>
- <https://www.theigc.org/project/characterising-informal-settlements-in-lusaka/>

**About this role:** IGC is seeking to appoint a Zambia-based consultant to support CtW's work in Zambia through contributing to policy-focused research, data gathering, supporting stakeholder engagements, and undertaking some administrative responsibilities. The role is not a typical research assistant role as the focus is on supporting evidence-based policy reforms, not generating new publication-focused research.

The successful applicant will have:

- A strong interest in urban and economic development policy in Zambia.
- Ability to work independently and self-motivate and bring a proactive approach to the role.
- A 3 or a 4-year bachelor's degree in economics, public policy, development studies, urban planning (ideally with courses in development economics), or a higher degree in the same.
- Strong analytical and writing skills. Including the ability to work with large datasets, conduct policy analysis (under supervision of the project lead), write clearly for a policy audience, and contribute to conversations with senior policymakers.
- Ability to critically read academic research, especially economic research, and summarise relevant knowledge.
- Some experience in supporting research or policy work will be of benefit.

### List of services

- Create a cross-departmental and cross-sectoral urban data inventory through proactively working with government departments and NGOs.
- Contribute to drafting of a Local Area Planning guide
- Contribute to drafting of a national strategy for informal settlement upgrading.
- Participate in conversations with policymakers, researchers, and development partners.
- Undertake some project management tasks, including arranging meetings with key partners, as assigned by the project lead.
- Undertake any other additional tasks as the work in Zambia develops, based on policymaker demand.

**Application process:** Applications will be reviewed on a rolling basis. Please submit the following in a PDF format to Shahrukh Wani at [shah.rukh@bsg.ox.ac.uk](mailto:shah.rukh@bsg.ox.ac.uk) with the subject title "*Zambia Cities Research and Policy Officer*":

- (a) a CV (no longer than two pages) and
- (b) a short cover letter (clearly highlighting how you meet the criteria above using examples of your skills and experience, in no longer than 1-page)
- (c) A relevant writing sample of no longer than 2000 words. This could be a blog, a research article, or an excerpt from it. We would prefer a single-authored publication, but a joint authored one can also be submitted.

Please note, due to the high expected volume of applications, **we will be unable to confirm the receipt or outcome of the application for unsuccessful candidates**. If we don't respond in two weeks, please consider the application unsuccessful. We will be interviewing short-listed candidates over Zoom.

If you have any questions about the position, please reach out to IGC's Cities that Work lead for Zambia, Shahrukh Wani [shah.rukh@bsg.ox.ac.uk](mailto:shah.rukh@bsg.ox.ac.uk).

This is a consultancy contract and remote position. As part of the contractual arrangement, the successful candidate will be paid upon delivery of the assigned tasks. We can't sponsor visas for this role. We expect the successful candidate to be based in Zambia and can attend in-person meetings in Lusaka, if COVID19 containment regulations permit at the time. Candidates must be able to work from home and have access to a stable internet connection. **To find out more about the International Growth Centre, please go to [www.theigc.org](http://www.theigc.org).**