

# Project Development Intern

## Summary

IPA's country office in Ghana is looking to bring on board an intern starting this June to work closely with the Associate Research Manager in charge of project development team to support and gain valuable insight and experience in project development and management.

At IPA we are committed to improving lives through research and evidence. We are proud to welcome interns year round to help support our mission. This internship program is an opportunity for students and recent graduates to gain hands-on professional experience in a truly global organization. In addition to gaining real world experience, you will be exposed to several of IPA's teams and be able to take advantage of tailored training and development opportunities. As an intern, here are some tasks and activities that you can look forward to:

## Responsibilities

- Developing robust sector literature reviews and notes through desk research and stakeholder interviews.
- Scoping new research topics, including possible field work and stakeholder meetings
- Developing technical narratives and budgets for grant proposals.
- Supporting the administrative and organizational functions of the project development team, including entering records into Salesforce, tracking the status of proposals, finding new funding opportunities, researching donors, taking notes at meetings, developing new tools/systems for a more efficient workflow.
- Working with data sets, preparing and running codes for data cleaning and/or management using STATA when necessary.

## Qualifications

- Prefer candidates who are currently pursuing or completing a Master's Degree in Economics, International development, Public policy, or other related fields; will consider strong candidates in their final year undergraduate programs with previous experience in project development and data management
- Experience with STATA or other statistical software is a plus
- Takes initiative, resourceful, and detail-oriented, with excellent organizational skills
- Ability to cross-check one's own work and respond to critical feedback
- Consistently make decisions that resolve programming related problems;
- Organized, thorough, and have great attention to detail

- Eager to learn, and gain experience in a fast-paced organization
- Familiar with randomized controlled trials

## Application Instructions

Send a resume and cover letter to [jobs-ghana@poverty-action.org](mailto:jobs-ghana@poverty-action.org) using the subject “Project Development Internship - Your full name”

- In the body of the email, kindly indicate if you will be available for the entire duration of this internship. Most importantly, confirm if your university is willing to fund this internship or otherwise as this internship is unpaid and requires sponsorship.

## Reports to

Associate Project Development and Research Manager

## Deadline to apply

Rolling basis

## Desired start date

ASAP

## Location

Accra, Ghana - In person

## About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world’s poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence on which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

### **IPA's Commitment to Diversity, Equity, & Inclusion (DEI)**

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click [here](#) to learn more about IPA's commitment to diversity, equity, and inclusion.

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Innovations for Poverty Action is an affirmative action equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at [jobs@poverty-action.org](mailto:jobs@poverty-action.org) or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to [jobs@poverty-action.org](mailto:jobs@poverty-action.org).

\*\* Please note that only qualified applicants will be contacted by the hiring manager.