

DFI Transparency Initiative - Research Assistant

Salary: £27,000 - 30,000 depending on experience

Fixed term contract (12 months)

UK based/remote working

[Publish What You Fund](#) is the global campaign for aid and development transparency. We envisage a world where aid and development information is transparent, available and used for effective decision-making, public accountability and lasting change for all citizens. We are now looking for a Research Assistant to support our [DFI Transparency Initiative](#) and in particular our initial assessment of DFI transparency.

Job summary

Publish What You Fund is looking for a detail-oriented, numerate Research Assistant to support our work on development finance institution (DFI) transparency. The immediate priority is to produce the forthcoming initial assessment of the transparency of leading DFIs, which is based on the DFI Transparency Tool that was recently launched by Publish What You Fund. This work includes assisting with methodology development, supporting data collection and analysis for the assessment; assisting with stakeholder engagement; contributing to drafting the assessment report; and supporting the launch of the report and other communications.

The Research Assistant will also provide broader research and administrative support for the DFI Transparency Initiative. This may include contributing to supplementary pieces of research and developing publications for communications such as blogs. It also includes making and maintaining connections with people working on DFI transparency and related issues in academic, advocacy or policy settings.

The position is offered on a twelve month fixed term contract. This is a UK-based position with remote working and visits to London office.

Roles and responsibilities

1. Assist with the production of the forthcoming initial assessment of DFI transparency, including:
 - Supporting the development of the methodology for Publish What You Fund's initial assessment of DFI transparency.
 - Supporting data collection for the assessment.
 - Liaising with stakeholders including DFIs and civil society to build engagement with the assessment process.
 - Contributing to data analysis and drafting for the assessment report, DFI briefs, and other communications products.
 - Supporting the assessment report launch, including fact-checking, editing, proof-reading and event support.

2. Provide general research and administrative support to the DFI Transparency Initiative team, including:
 - Making and maintaining contact with relevant stakeholders including DFIs, civil society, and private sector development actors.
 - Supporting the research team in arranging and attending research interviews.
 - Contributing to administrative tasks within the team including taking minutes for team meetings.
 - Building and maintaining networks of contacts in DFI transparency and related fields.

Essential skills and experience

- Basic understanding of development finance institutions (DFIs), and how they operate.
- Experience in primary data collection and analysis from a variety of sources, including quantitative and qualitative analysis.
- Clear and concise writing style, including ability to describe research findings and analysis in non-technical language.
- Confidence and fluency when dealing with colleagues and external stakeholders.
- The ability to take initiative and deliver on time.

Desirable skills and experience

- Experience in writing for public audiences.
- Experience and knowledge of the international aid system and aid projects.
- Experience and knowledge of transparency and open government initiatives.
- Experience in planning and hosting public events.
- Language skills, especially French, Spanish or Chinese.

How to apply

The deadline for applications is January 3rd 2022. Please send your CV (max 2 pages) and a covering letter (max. 1 page) to: recruitment@publishwhatyoufund.org with the subject line: “DFI research assistant”, outlining:

- Why you want to work at Publish What You Fund.
- What you think the challenges of collecting primary data for the assessment of DFI transparency are.
- Why you are suitable for the role, addressing the responsibilities and experience required as listed above.