JOB ANNOUNCEMENT

Job Title: Program Associate, Health Policy and Financing
Location: Washington, DC

Organization Description:

Established in 2007, Results for Development Institute (R4D) is a Washington DC-based organization dedicated to accelerating social and economic progress in low and middle income countries. R4D creates real solutions to complex problems by incubating new models to address the unmet needs of the world’s poor. R4D brings to bear its depth of expertise, analytical rigor, extensive networks, and implementation experience to work on a broad and ambitious set of development issues -- improving health, governance, and education in poor countries and leveraging global markets for large-scale social gain.

R4D aims to hire and nurture talented, energetic people who are passionate about making a difference for the poor in developing countries, while capable of taking an analytic and pragmatic view toward development challenges. We seek people who fit well into our organizational model—a series of analysis-to-policy-to-action engagements. This model requires entrepreneurial people who exhibit both individual initiative and strong team behaviors. We aim to hire quick learners who are self-starters, give them maximum opportunities to stretch and grow quickly, and offer competitive salaries and benefits, with incentives for performance. We hope to groom our people for leadership positions within R4D and other public and private development institutions.

Summary of Job Description:

R4D’s global health practice seeks a Program Associate (PA) for our health policy and financing projects. Initial assignments may include projects supporting policy design for National Health Insurance in South Africa, financial sustainability of social franchise networks of primary health care providers, and the financing and efficiency for the global HIV response. These join a broader portfolio of health and nutrition financing activities funded by the Bill & Melinda Gates Foundation, Children’s Investment Fund Foundation, UNAIDS, USAID, the Global Fund, and others.

Responsibilities of the Program Associate will include technical analysis and writing, research and knowledge management, and assistance with project communications and administration. The PA will provide qualitative and quantitate analysis on health financing and fiscal capacity challenges in developing countries and contribute to analysis on health system design and health financing reforms. Major responsibilities include:

- Supporting project teams in planning and implementing various technical and programmatic activities, such as developing work plans, coordinating events and meetings with partners and clients, budgeting and expenditure tracking, and more.
- Participating in research, qualitative and quantitative analysis, writing, and publication of project reports, including by:
  - Conducting literature reviews and other background research on health financing and policy;
  - Collecting data and developing or reviewing costing and financing analysis for various public health interventions; and
  - Evaluating technical and policy issues related to expanding and sustainably financing health insurance coverage.
- Producing presentations, concept notes, briefing materials, and other products for use in disseminating R4D’s work to funders, partners, and various other audiences.
• Contributing to business development by drafting scopes of work, developing budgets and work plans, and coordinating with colleagues on compilation of proposals.
• Assisting with a range of project management and administrative activities, including developing contracts, tracking spending and receivables, organizing meetings and workshops, processing payments to consultants and vendors, and invoicing funders.
• Performing other duties as necessary.

Summary of Qualifications:

This position is well suited to someone interested in an international development career and is typically a precursor to internal promotion or graduate-level study. The ideal candidate will be a highly motivated individual with outstanding credentials, analytical ability, and communication and presentation skills. He/she must be able to function relatively independently and flexibly, complete duties creatively and at a high-quality, and have a strong commitment to excellence.

Essential qualifications include:

• 1–2 years of relevant work experience (including internships) in a research institution, government, bilateral or multilateral development agency, consulting firm, NGO, or think tank
• Bachelor’s degree and exceptional academic record in a relevant field (including but not limited to public health, economics, international relations, or public policy)
• Structured thinker with strong analytical skills
• Excellent writing, editing, and presentation skills, including the ability to convey complex concepts to a variety of specialized and lay audiences
• Collaborative mindset and comfort with team-based projects and relationship management responsibilities
• Ability to set priorities and handle competing time and resource demands
• Enthusiasm, energy, and composure under pressure

Other valuable qualifications include:

• Experience living or working in a resource-constrained environment
• Knowledge of health policy and financing challenges in developing countries
• Knowledge of and experience in communications and outreach, including social media
• Professional proficiency in languages other than English

Compensation:

Starting salary will be commensurate with experience.

Benefits:

Results for Development Institute offers a competitive benefits package to its full-time employees, including:

• Medical, dental, and life insurance
• Short & Long Term Disability
• 401(k) Retirement Plan
• Paid holidays
• Paid annual and sick leave
Application Instructions:

To apply for this position, please send the following to jobs@r4d.org and akamath@r4d.org with the position title and your name in the Subject line:

- Cover letter including your start date availability
- Resume
- One writing sample of up to five pages. Ideally your writing sample will either (1) showcase original research or analysis you have done for a previous employer or academic assignment or (2) synthesize various sources of analysis and data for consumption by a policy-minded audience. Feel free to select a standalone product or an excerpt from a longer piece of work.

Results for Development Institute is an Equal Opportunity/Affirmative Action Employer: D/V

Type: Results for Development Institute FTE