



511 6th Avenue #7138, New York, New York 10011 | t: +1.646.389.5323 | admin@g-insight.org

## **HIRING: Project Manager**

[Global Insight](#) is for a skilled project manager to oversee and monitor project progress across our portfolio of projects. Our team needs someone comfortable and practiced working across projects, time zones, and cultures. The ideal candidate is extremely organized and detail oriented, and has ideas about how to excel in both areas across teams of researchers. The Project Manager needs to be calm under pressure and an expert juggler of moving parts, projects, and deadlines. You should feel comfortable managing-up and enjoy sending 'friendly reminder' emails.

The Project Manager should have open and flexible availability, is extremely good with organization and project management, can handle and prioritize lots of moving parts at once, and has an extreme attention to detail. The Project Manager can be located anywhere in the world, but you must have strong wifi, your own computer (with Windows Office Suite products), and be willing and able to work US hours. This will be a part-time role (40-50% time).

### **About Global Insight**

[Global Insight](#) bridges the gap between research and practice. Our team of academic scholars and independent researchers produce data-driven, gender-sensitive, multi-methods empirical research that answers our most challenging questions in fragile contexts. We are experts in a range of quantitative and qualitative approaches, preferring to develop multi-method studies. Our commitment to scientific rigor is matched by our dedication to research that is unafraid of tackling sensitive questions and working in the most challenging contexts. Global Insight researchers work across thematic sectors to identify, map, and measure the causal mechanisms at the root of conflict, displacement, and vulnerability. Our work often takes the form of applied research, program evaluation, and novel data science projects. We also offer one-off and full-series courses for those undertaking scientific multi-methods research, analyzing and interpreting data, and applying findings in fragile contexts and the Global Insight Institute. We seek to foster partnerships between practitioners, donors, and researchers. Findings from our work are shared with external audiences, including policymakers and donors, during events held throughout the year.

**Responsibilities:** The overall goal for this position is to help our research teams ensure client satisfaction and elevate both project and team member performance.

- Monitor project progress across Global Insight's portfolio of projects.
- Set and hold Global Insight's research/evaluation teams accountable to deadlines.
- Solve issues and answer questions of project teams as they arise.
- Connect research/evaluation teams to the technical resources they might need during a project.
- Work with admin to ensure timely invoicing (to clients) and payments (to research team members).
- Partner with communications and PR team members to ensure they have project briefs and other inputs needed for external-facing outreach.
- Daily use of Slack and consistently prompt email use.
- Located anywhere, but must have consistent wifi access.

### **Qualifications:**

- Bachelor's degree or equivalent experience (required). Degree in international development, international studies, gender studies or similar (not required but an asset).
- 5+ years of full-time or part-time project management experience, including using applications like Slack, Asana, Zoom, Teams, Google Drive, Dropbox, and so forth (required).
- Demonstrated experience managing a portfolio of 5+ projects.
- An understanding of research and/or evaluation process from methodology through to data collection and report writing (major asset).
- Excellent writing skills and professionalism on email.



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- Expressed desire for a career in project management. This is not a position for someone looking to move into research or program implementation. We are looking for a skilled and successful project manager that wants to grow in that field.

**Compensation:** Commensurate with experience. This is a part-time (40-50% time) position at the moment, but may grow over time.

**How to apply:** Please send your CV/resume and a 1-page cover letter to [admin@g-insight.org](mailto:admin@g-insight.org) by November 15, 2022. Use “Application: GI Project Manager” in the subject line of your email. Any questions can be submitted to the same email above.