

POPULATION REFERENCE BUREAU

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POPULATION REFERENCE BUREAU VACANCY ANNOUNCEMENT

Policy Analyst, International Programs

(Aug. 18, 2011) The Population Reference Bureau seeks a Policy Analyst to serve as a staff member of International Programs. The International Programs (IP) mission is to improve the well-being of current and future generations and contribute to positive social change, with an emphasis on the developing world. IP staff serve as a bridge between the research and policy communities by helping to ensure that research results and best practices are understood and used. We believe that information empowers individuals and institutions to make better policy decisions about population and health. The Policy Analyst will work in a team-oriented environment with both technical and management (team leader) responsibilities for content and materials development and country-level technical assistance and capacity-building activities. This position will focus primarily on the management of a research initiative on better understanding population growth, reproductive health, and economic development.

Primary Responsibilities

- Conduct research and analysis in support of case studies: compile data from a variety of authoritative sources (international and country-specific), document population and socioeconomic trends, and collect information on policy regimes.
- Communicate with researchers at U.S. and foreign institutions to obtain information for program events, identify research outputs, and solicit peer reviews in support of annual research conference and research dissemination efforts, as well as calls for proposals.
- Draft policy briefs that summarize findings from one or more research studies and factsheets that summarize study methodologies.
- Provide logistical support for annual research conference by liaising with local partners and logistics contractor in host country; by coordinating paper submission, tracking, review, and notification process.
- Assist in preparing project proposals, grant applications, and project assessments.
- Contribute to development of the agenda, logistical arrangements, and training presentations for annual conferences

Qualifications

- Master's degree in economics, public policy, demography, public health, or related field. Strong background in quantitative research methods preferred.
- Two to three years of research experience, with experience in quantitative research methods.
- Excellent written and oral communications skills with the ability to communicate to nontechnical audiences and work effectively with a broad range of individuals.
- Interpersonal and professional skills necessary to work effectively with PRB partners and project stakeholders.
- Ability to work independently and with minimal supervision and direction.
- Working knowledge of French desirable.
- Some travel required.

Salary & Benefits: Salary commensurate with qualifications and experience. PRB has an excellent benefits package, including generous health, leave, and retirement plans.

Applications: Please send resume and cover letter with salary requirements to jobs@prb.org.

About the Population Reference Bureau: *The Population Reference Bureau informs people around the world about population, health, and the environment, and empowers them to use that information to advance the well-being of current and future generations.*

The Population Reference Bureau is an equal opportunity employer.