

Policy Lab Manager Vacancy

BRIEF JOB DESCRIPTION:

Role:

The objective of the job is to manage and administer the Consumer Citizen Lab (“CCL”) including overseeing a course delivered by CCL on the applications of Behavioural Economics in public policy, as well as policy experiments implemented by students enrolled in the course.

Responsibilities:

- Oversee course coordination and preparation of the class material
- Assist the course leaders in preparing the course material (e.g. background research, class exercises, assignments)
- Ensure availability of policy challenges that lend themselves for behavioral experimentation
- Oversee the implementation of field experiments
- Keep up with new behavioral science literature and general field updates
- Oversee the physical lab and ensure all equipment are operational
- Coordinate support from NudgeLebanon team to students that are taking the courses

Qualifications:

- Experience in managing small team;
- Prior experience in conducting policy experiments and impact assessment is a plus
- Experience in working with STATA, SPSS, or E-Views is a plus

Skills:

- Strong quantitative skills and analytical skills;
- Ability to creatively apply research knowledge within the public policy setting;
- Excellent project management and organizational skills;
- Flexibility, self-motivation, and the ability to excel in a team environment;
- Strong communication and writing skills;
- Fluency in both English and Arabic;
- Proficiency in using Microsoft Office applications, especially Excel and PowerPoint

JOB LOCATION(S):

City: Beirut **Country:** Lebanon

DEGREE:

Bachelor

Master

Doctoral Degree

Undergraduate Student/ Degree not Necessary

Teaching Diploma

MAJOR/ EMPHASIS: A Bachelor in Social Sciences including Political Studies, Public Administration, Sociology, Psychology, Economics, or Education

WORK EXPERIENCE: Experience in a public policy environment, or in designing and running policy trials and experiments

SKILLS:

Languages Skills: English

Arabic

French

Other:

WORKING DAYS: Monday to Friday with occasional workload during weekends

WORKING HOURS: 9:00AM TO 6:00PM