



Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by the Foundation from time to time. WFD is a small team and staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Programme Coordinator	Location	Gaborone, Botswana Costs of relocation not covered
Contract type	Full Time Fixed term contract for services	Contract length	April 2017 – March 2019
Salary range	£1,300-1,500 gross per month		

Context

The Foundation:

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID). WFD specialises in parliamentary strengthening and political party development. It does this by supporting the development of parliaments, political parties and civil society organisations. It is uniquely placed to draw directly on the expertise of the Westminster Parliament and political parties in all its work.

Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to the Middle East and North Africa (MENA) and Asia over the past decade. For more information, please visit www.wfd.org

WFD in Botswana

WFD's work in Botswana has focused principally on support to the National Assembly. To date, WFD has helped to produce a human resource assessment and clarify resourcing gaps, and is currently supporting the Parliament of Botswana in the development of its new Strategic Plan. Building on this work, the aim is to develop a programme that is effective, efficient, targeted and responsive to the needs of the Parliament and can ensure the Parliament is well equipped to serve its legislative, oversight and representative function to the people of Botswana.

Main purpose of the role

The implementation of the Botswana Programme will be led principally by the Programme Coordinator in Gaborone with the support of WFD's Africa Team and relevant WFD

business units in London. The Programme Coordinator will also have responsibilities for programmes design where necessary.

The Programme Coordinator's key tasks will be to identify relevant activities that will become part of the programmes implemented by WFD and to contribute in co-ordinating activities with partner and other implementing agencies. The role will also provide administrative and logistical support in organising various events and meetings with relevant Stakeholders. The role will also require preparing and disseminating project documentation, assisting in the preparation of the narrative and financial reports, collecting monitoring and evaluation data and communicating project successes and achievements.

Management and key relationships

Staff managed¹	None
Reports to²	Senior Programme Manager, Africa

Key Relationships

- Leadership of Parliament
- Members of Parliament
- Parliamentary Secretariat and related divisions/institutions
- Committee leadership, members, and staff
- Local/ international experts, partner organisations, and key civil society and government stakeholders
- WFD London Office and WFD programme staff, particularly with Programme Officer Africa and Senior Programme Manager Africa
- International community including the UK Embassy, international donors and implementing agencies and partners
- Relevant suppliers

Main Duties

1	<p>Programme Implementation</p> <ul style="list-style-type: none"> • Preparation for activities undertaken by WFD in Botswana including: administrative support, logistics, contracting suppliers, procurement, briefings, monitoring forms, etc. • Coordination of activities to ensure high-quality delivery including: relations with experts and suppliers, solving issues as they arise, expenditure tracking, etc. • Follow-up on activities to ensure delivery of expected results (outputs) including: monitoring key indicators to identify changes, finalising financial matters, reporting, gathering recommendations from experts, formulating recommendations to inform future activities and planning, etc.
2	<p>Monitoring and evaluation of programme activities to capture lessons learned and inform future activities; contribute to research and analysis of new opportunities.</p>

¹ Please note WFD reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

² Please note WFD reserves the right to change the line of management according to the needs of the organisation.

3	Assessing the external environment (including engagement with key stakeholders) to track progress towards outcomes and inform WFD of political, economic and social developments which may impact on the programme.
3	Reporting on financial progress on implementation including but not exhaustively the following; <ul style="list-style-type: none"> • Profiling, forecasting and financial management of the programme budget • Keeping track of finances, expenditure and cash flows • Reconciliation of expenditure • Accurate and timely financial reporting to WFD • Assist WFD in establishing a field office in Gaborone, including identifying and securing office space, utilities, IT services, and registering the organisation
5	Risk Management <ul style="list-style-type: none"> • To properly apply WFD's risk management policy and procedures in their areas of responsibility and to assess and manage risk appropriately, particularly where WFD operates outside its stated 'risk appetite'. • To ensure that an appropriate system of risk management is maintained and to escalate matters of 'high risk' to relevant peers and the Accounting Officer

Person Specification			
Knowledge, skills and experience			
	Requirement	E/D³	Evaluation⁴
1	Educated to degree level in a relevant discipline e.g. International Development, political science, project management or administration. A post-graduate degree in a relevant discipline is desirable.	E	Application
2	Experience of working in a fast pace environment.	E	Application and Interview
3	Significant experience in managing relationships and working with senior stakeholders.	E	Application and Interview
4	Proven experience in designing and implementing programmes and delivering results. This should include management experience of parliamentary strengthening or related democracy development work.	E	Application and Interview
5	Proven experience implementing programmes funded by the UK Government and/or EU.	D	Application and Interview
6	Excellent English language written and oral communications skills necessary to produce proposals and reports, and to present them to WFD's senior management team, Board and funders, to donors, and to local partners and other stakeholders as required	E	Application and Interview

³ Essential or desirable

⁴ This is relevant for recruitment purposes and sets out how a candidate will be assessed against requirements. Options are application form (App), interview (Int) or test (Test)

7	Demonstrates good use of hardware, software, and other office equipment	E	Application
8	A sound understanding of the Botswana parliamentary system and political background	E	Application and Interview
9	A sound understanding of the United Kingdom parliamentary system and political background	D	Application and interview
10	Proven experience of programme monitoring and evaluation methodologies including logframes, developing case studies	E	Application and interview
11	Thorough understanding of financial management, numerical competency; experience of managing budgets and financial transactions	E	Application and interview
12	Proven experience of a similar role, in a similar type of organisation (preferably an NGO, public sector or international representative office environment)	D	Application and Interview
13	Significant experience of producing programme reports with analysis and documentation of outcomes and programme learning	E	Application and interview
Competencies⁵			
	Requirement	E/D	Evaluation
1	Analysis and judgement - Attention to detail, understands the importance of gathering and processing information accurately. Develops systems to gather data needed by the organisation	E	Application and interview
2	Working with others - Recognises that other teams, organisations and communities have different ways of doing things, takes time to understand these and to establish shared understanding and goals. Seeks advice and ideas from others and proactively shares information and learning.	E	Application and Interview
3	Communicating and influencing - Anticipates the needs and concerns of WFD staff and stakeholders and prepares to address these. Able to communicate effectively to different audiences and stakeholders (written, verbal, presentations). Possesses strong diplomatic skills and ability to influence and negotiate with senior officials, politicians, and representatives of international organisations and NGOs	E	Application and Interview
4	Delivering results - Ability to work independently and effectively, and drive to manage workload, with limited supervision. Tackles difficult problems, seeks to understand the reason for obstacles and takes personal responsibility for finding solutions. Asks questions to clarify expectations and to agree goals. Commitment to task	E	Application and Interview

⁵ Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.

	<p>in hand and dedicated to delivering on objectives with the allocated time.</p> <p>In addition, demonstrated ability to capture lessons learnt to inform new ways of working and identify future opportunities and challenges.</p> <p>Achieves a level of delivery which exceed stakeholder expectations, enhances the reputation of the organisation and promotes the programmes successes.</p>		
5	<p>Organisation and multi-tasking - Excellent organisational skills, motivated, able to multi-task efficiently, and familiarity with working within a challenging and time-sensitive international environment</p>	E	Application and Interview
6	<p>Flexibility - The flexibility to work in a fast-changing environment with the ability to manage and prioritise a range of operational, financial and administrative responsibilities. In addition, the humility and commitment to contribute to the work of the team on any level, including administrative work.</p>	E	Application and Interview