



## 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, 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 to deliver the objectives of the organisation.

<b>Job title</b>	Programme Coordinator		
<b>Contract type</b>	Fixed term	<b>Location</b>	Belgrade, Serbia
<b>Starting salary</b>	1000 GBP Gross 90,600 RSD (Net)	<b>Contract length</b>	Until October 2021 (6 months probational period)

### Context

#### The Foundation

Westminster Foundation for Democracy (WFD) is a public body sponsored by the UK Government responsible for supporting the establishment of effective multi-party democracy in developing countries. Since 1992, we provide training, technical support and enable the exchange of knowledge between the institutions of the UK and those of partner countries. WFD works in partnership with UK political parties and parliamentary, electoral and civil society institutions. We are implementing programmes in over 30 countries, through a global network of local offices. WFD is the main organisation to train and deploy UK election monitors to European Union and OSCE/ODIHR election observation missions.

More information can be found on [www.wfd.org](http://www.wfd.org).

WFD is launching a new Norwegian Ministry of Foreign Affairs (NORWEGIAN MFA) funded project for the Western Balkans will operate in six countries: Albania, Bosnia and Herzegovina, Serbia, Montenegro, Macedonia and Kosovo and will be coordinated a three person regional team based in Belgrade.

The regional programme titled: "Creating a parliamentary network on human rights in the Western Balkans" will focus on:

- Establishing a parliamentary network of committees on human rights for the Western Balkans
- Conduct audit of implementation of laws related to gender inclusion and human rights
- Establish post legislative scrutiny practices in Western Balkan parliaments and strengthen parliamentary oversight on human rights legislation

To deliver the programme, WFD is developing a three-person team of programmatic and technical staff based in a regional office in Belgrade to implement the NORWEGIAN MFA funded project. This position will be based in Belgrade, Serbia and will be responsible for assisting in managing and delivering the NORWEGIAN MFA funded programme.

### Main purpose of the role

The programme coordinator will assist in the implementation of the NORWEGIAN MFA project and support the work of the Programme Manager and the regional team in Belgrade. He/She will assist in managing the implementation of various activities between WFD, parliamentary committees, CSOs and other relevant stakeholders in the Western Balkans in relation to the NORWEGIAN MFA project. He/She will assist in communication with relevant institutions in the Western Balkans and support the development and establishment of relationships within parliaments and parliamentary committees on human rights and



government institutions.

He/She will assist and support the programme manager on establishing a network of parliamentary committees on human rights in the Western Balkans. He/She will assist in establishing post legislative scrutiny practices in parliamentary committees on human rights in the Western Balkans

The role will also require working on implementation of all relevant Western Balkans components of this NORWEGIAN MFA grant.

The post-holder will also be responsible for assisting in drafting project reporting and other contractual requirements for the successful implementation of the programme and communicating project successes and achievements.

### Management and key relationships

**Staff managed<sup>1</sup>** / none

**Reports to<sup>2</sup>** Programme Manager NORWEGIAN MFA

### Key Relationships

- Western Balkans Director
- Programme Manager NORWEGIAN MFA
- PAFA
- Members of Parliament from 6 parliaments in the Western Balkans, parliamentary committees on human rights and parliamentary staff from the Balkans
- Key experts, partner organisations, civil society, media and government stakeholders
- WFD Western Balkans Regional Team, WFD London Office and WFD programme staff
- NORWEGIAN MFA, International community and donors
- International implementing agencies and human rights organisations
- Relevant suppliers

### Main Duties

#### 1 Programme Coordination

Support and coordinate the implementation of programme activities utilising standardised programme management and coordination tools including, work breakdown structures, theories of change, project logic document, log frames etc. Regularly assist in consulting and working with the programme’s local partners and stakeholders to tailor activities against set objectives.

Undertaking the following tasks:

- Assist in the general programme design and continuous improvement of WFD’s programming
- Support and coordinate the development and implementation of workplans and schedules for the NORWEGIAN MFA project
- Coordinate relevant aspects of WFD’s programming
- Support and guide long-term and short term international and local experts
- Assist in applying the programme’s communication strategy
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#### 2 Programme stakeholder management

- Support and coordinate the development of WFD’s network of parliamentary

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

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



	<p>committees on human rights and establishing trust and relationships with parliaments in the Western Balkans, governance institutions, other beneficiaries and partners</p> <ul style="list-style-type: none"> <li>• Maintain professional relationships with key parliamentary players and human rights organisations</li> <li>• Support the development and maintaining stakeholder mapping and coordination with peer organisations</li> <li>• Consult and work with the programme’s beneficiaries and partners to ensure buy-in to design and implementation.</li> <li>• Assist in working with NORWEGIAN MFA and other donors to ensure complimentary objectives and coordination</li> </ul>						
<b>3</b>	<p><b>Financial and Administrative Responsibility</b></p> <ul style="list-style-type: none"> <li>• Keeping track of finances</li> <li>• Provide information for accurate and timely financial reporting to WFD and the project donor (NORWEGIAN MFA)</li> </ul>						
<b>4</b>	<p><b>Reporting and analysis</b></p> <ul style="list-style-type: none"> <li>• Conducts research, analysis and reports on parliamentary trends with particular focus on risk assessment and the impact of political events on WFD’s work</li> <li>• Conducts research relating to the programme and on new policy issues and priorities</li> <li>• Assist in developing quarterly report/ annual reports in compliance with WFD and NORWEGIAN MFA reporting guidelines and using innovative techniques to monitor and evidence programme results</li> </ul>						
<b>5.</b>	<p><b>Fundraising and business development</b></p> <ul style="list-style-type: none"> <li>• Assist in development and maintenance of relationship with key donors</li> <li>• Assist in developing funding proposals and bids</li> <li>• Contribute to bid writing, in coordination with other London-based and international colleagues</li> </ul>						
<b>6.</b>	<p><b>Programme design</b></p> <ul style="list-style-type: none"> <li>• Assist in conducting needs and context analysis for the new programmes and provide project implementation plans</li> </ul>						
<b>7.</b>	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Implement 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’.</li> </ul>						
<b>Person Specification</b>							
<b>Knowledge, skills and experience</b>							
	<table border="1"> <thead> <tr> <th>Requirement</th> <th>E/D<sup>3</sup></th> <th>Evaluation<sup>4</sup></th> </tr> </thead> <tbody> <tr> <td><b>1</b> Educated to at least degree level in a relevant discipline such as political science, law, social development, public administration, human rights or international relations desired.</td> <td>E</td> <td>Application</td> </tr> </tbody> </table>	Requirement	E/D <sup>3</sup>	Evaluation <sup>4</sup>	<b>1</b> Educated to at least degree level in a relevant discipline such as political science, law, social development, public administration, human rights or international relations desired.	E	Application
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<b>1</b> Educated to at least degree level in a relevant discipline such as political science, law, social development, public administration, human rights or international relations desired.	E	Application					

<sup>3</sup> Essential or desirable

<sup>4</sup> 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)



	3+ years of relevant working experience.		
2	Thorough knowledge and understanding of the parliamentary environment and human rights in the Western Balkans	E	Application and Interview
3	Experience of managing or at least working on good governance, human rights and democracy programs.	E	Application and Interview
4	Solid experience in designing and implementing governance/democratization support programmes.	D	Application and Interview
5	Experience implementing UK funded and/or other (NORWEGIAN MFA) donor-funded programmes	D	Application and Interview
6	Excellent written and spoken English	E	Application, interview and test
7	Understanding and use of Serbian/BiH/Montenegrin/Macedonian/Albanian language will be considered an additional asset.	D	Application and test
8	Understanding and experience in budget management and numerical competency	D	Application and interview
9	Experience of producing programme reports with analysis and documentation of outcomes and programme learning in English	E	Interview
10	Experience of fundraising and business development with institutional donors	D	Application, interview and test
<b>Competencies<sup>5</sup></b>			
	<b>Requirement</b>	<b>E/D</b>	<b>Evaluation</b>
1	Credibility and confidence to implement and coordinate activities to advance programme results	E	Application and Interview
2	The flexibility to work in a fast-changing political environment with the ability to manage a range of operational, financial and administrative responsibilities in an adaptive way	E	Interview
3	Good judgement in taking decisions where there is sometimes no precedent	E	Interview
4	Ability to work in a team and effectively manage workload	E	Application and Interview
5	Ability and confidence to multi-task in an international environment	E	Interview
8	Ability to introduce changes and adopt to changing	E	Application and

<sup>5</sup> 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.



	circumstances to ensure a smooth implementation of programme activities		Interview
<b>9</b>	Demonstrated ability to capture lessons learnt to inform new ways of working, adapt our programme plans and identify future opportunities, challenges, and mitigate risk	E	Interview
<b>10</b>	Ability to promote and enhance the reputation of the organisation and promotes the programmes successes	E	Application and Interview
<b>11</b>	A willingness to frequently travel both within the Western Balkans region and internationally.	E	Application