



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 organisation¹.

Job title	Senior Programme Officer Africa (West & Central)	Location	London
Contract type	Full Time, Fixed Term Contract	Contract length	Until March 2021
Pay Rate	£22,402 - £27,902 per annum		
Context			
<p><u>The Foundation:</u></p> <p>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 party structures and civil society organisations. It is uniquely placed to draw directly on the expertise of the Westminster political parties in all its work.</p> <p>Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, Middle East and North Africa and is expanding its work in Asia. For more information, please visit www.wfd.org</p>			
Main purpose of the role			
<p>Under the guidance of the Senior Programme Manager Africa (West and Central) the primary responsibility of the Senior Programme Officer is to support the delivery of WFD's programmes in the West and Central Africa region. However, the post holder may support programmes in other regions and Africa-wide programming as required.</p> <p>The Senior Programme Officer will play an important and vital role within the team, providing efficient coordination, administrative and financial support. This is to ensure the implementation of projects and programmes meet the highest standards.</p> <p>The Senior Programme Officer will be expected to perform a variety of tasks and work in all phases of a project, from its early stages to completion. The post holder will undertake and prepare programme documents, draft narratives and develop activity-based budgets to contribute to the preparation of new bids. The Senior Programme Officer will also support the field management team.</p> <p>This role is responsible for the accurate, efficient and timely management of financial</p>			

¹ This JD is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible tasks and duties. The responsibilities of the jobholder might differ from those outlined in the JD and that other duties, as assigned, might be part of the job.



and administrative procedures and for ensuring excellent communication and co-ordination of these requirements with stakeholders. The post holder will need to be highly organised and efficient, a competent keeper of financial figures with strong attention to detail and will be an excellent user of IT within the team.

He/she will also act as a Communications/outreach focal point and provide an important link to the Corporate Communications team. He/she will also provide a range of support to the Regional Director in the management of the overall Africa region.

Management and key relationships

Staff managed²	None
Reports to³	Regional Director Africa and directly supports the Senior Programme Manager Africa (West and Central)

Key Relationships

- Reports to the Regional Director Africa
- Directly supports the Senior Programme Manager Africa (West and Central)
- West and Central Africa Country Teams – currently Nigeria, Ghana, The Gambia, Sierra Leone and Democratic Republic of Congo (DRC)
- Maintains close working relations with the Finance Business Partner, MEL Manager Africa, Operations team, Communications team and all other London teams
- Liaises with relevant overseas field staff as required, Embassies in-country, grantees and other programme stakeholders, including in other countries where WFD has projects and programmes as required

Main Duties

1	<p>Programme Delivery:</p> <ul style="list-style-type: none"> • Organise UK and field-based activities and study visits for political party and parliamentary programmes and ensure activities run smoothly; (including booking venues, flights, accommodation, arrange visas, catering, etc, in the UK); • Provide programme support to field staff and to programme activities and provide guidance in internal processes and procedures; • As required coordinate and facilitate high-level delegation visits to the UK, including logistics and administration support for inward and outward visits; • Support the development and updating of country profiles, briefing papers and political economy analysis and conduct research for background information; • Promote the work of the Team both to external and internal audiences working with the Country team and the London Communications team. • Provide a range of support to the Regional Director in the management of the overall Africa region. • Liaise with programme suppliers and service providers, as required; • Apply the procurement process consistent with WFD policy; • Ensure that information is regularly uploaded and stored on SharePoint; • Support Country teams to ensure Security policies and procedures are
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² Please note WFD reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

³ Please note WFD reserves the right to change the line of management according to the needs of the organisation.



	<p>adhered to</p> <ul style="list-style-type: none"> • Supports programme closure tasks/processes at the end of the programme cycle, ensure final programme and financial reports are completed and submitted on time, all operational equipment returned and office premises appropriately vacated; • Subject to the needs of the Africa team, the SPO may be assigned responsibility for managing a specific programme country. • Occasional overseas travel to support activity implementation and oversee activities as directed
2	<p>Financial Administration</p> <ul style="list-style-type: none"> • Prepare budget forecasts and re-profile budgets for managed programmes; • Ensure accurate and detailed financial records on programmes and timely dispersal of funds; • Raise payment authorisations and process invoices and costs related to the programme activity in line with WFD policy; • Monitor expenses regularly to ensure programme expenses are on budget and on-time including managing accruals and cash-flow and producing forecasts; • Liaison with the Africa Finance Business Partner; • Produce regular financial reports in line with any donor requirements; • Prepare documentation and proposals to request funds from WFD's finance team in London; • Support audits.
3	<p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Collate and synthesise monitoring and lessons learnt outcomes for internal and external audiences; • Collaborate with the MEL team to enhance and broaden a learning environment within the Africa team; • Support the field teams to update WFD's online MEL system on a regular basis; • Support the field teams to ensure all MEL forms etc. are completed for activities; • Assess and where appropriate develop case studies through liaising with field teams and communicating with the London office Communications team
4	<p>Business Development</p> <ul style="list-style-type: none"> • Support the development of concept notes, bids or proposals for 3rd Party funding opportunities and conduct research for the purposes of new business, including through liaison with the WFD Business Development Director
5	<p>Risk Management:</p> <ul style="list-style-type: none"> • Maintain an understanding and awareness of WFD's risk management policy and procedures and to report any actual or potential incidence within their area of responsibility where WFD could be operating outside its 'risk appetite'.
Person Specification	
Knowledge, skills and experience	
Requirement	E/D⁴ Evaluation⁵

⁴ Essential or desirable

⁵ 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)



1	Educated to degree level with at least two years' work experience in programme development environment and financial management	E	Application/Interview
2	Excellent track record of developing activity-based budgets, ability to track expenditure and be able to apply value for money principles	E	Application/Interview
3	Good knowledge of project/programme management systems including monitoring and evaluation tools (eg., Logframes)	E	Application/Interview
4	Experience of, and excellent abilities in, financial administration including management of cash flows and sizeable budgets (planning, monitoring and reporting)	E	Application/Interview
5	Experience of drafting programme writing for a variety of beneficiaries	E	Application/Interview
6	Knowledge and/or experience of working on programmes in/relating to the relevant region	E	Application/Interview
7	Experience of researching and preparing programme bids to support business development	D	Application/Interview
8	Excellent spoken and written English	E	Application/Interview
9	Excellent spoken and written French and other languages relevant to the region	E	Application/Interview

Competencies⁶			
	Requirement	E/D	Evaluation
1	Delivering Results - Achieves a level of delivery which both exceeds client's expectations and enhances the reputation of the whole organisation Highly organised, motivated, able to multi-task efficiently, and familiarity with coordinating activities within an international environment	E E	Application/Interview
2	Analysis and Judgement -Gathers evidence and data from a variety of sources and looks objectively at an idea or situation to ensure that all implications and outcomes are thoroughly assessed before deciding on the appropriate course of action	E	Application/Interview
3.	Communicating and Influencing - Ability to tailor communications (written, verbal, presentations) to the audience and designs communication for impact	E	Application/Interview
4.	Initiative and Creativity Provides ideas, solutions and concepts which are novel and creative; constructively challenges conventional thinking and strategies; is willing to be different	E	Application/Interview
5.	Working with Others Works well alone as well as with a team and recognises that other teams, organisations and	E	Application/Interview

⁶ 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.



	communities have different ways of doing things, takes time to understand these and to establish shared understanding and goals		
6.	Learning and Development Learns lessons from successes and failures and freely shares knowledge and findings with others	E	Application/Interview