



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.

Job title	Senior Programme Manager (SPM) West and Central Africa (WCA) – [Maternity Cover]	Location	London
Contract type	Full Time, Fixed Term	Contract length	Fixed term; 15 August 2019-15 September 2020
Grade & Salary Range	(C5) £36,247-£42,330 pa pro rata		
Context			
<p><u>The Foundation:</u> Westminster Foundation for Democracy (WFD) is a non-governmental public body sponsored by the Foreign and Commonwealth (FCO) and supported by the Department for International Development (DFID), the World Bank, EU, and the governments of Germany, the United States, and the Netherlands, amongst others. Established in 1992, WFD has provided democratic assistance programmes in Eastern Europe and Central Asia, Africa, Middle East and North Africa, Asia, and Latin America and the Caribbean, with country-based programs in nearly 30 countries as of early 2018.</p> <p>WFD specialises in parliamentary strengthening, political party development, civil society strengthening, and support to electoral processes, with cross-cutting initiatives on inclusive politics, human rights, and government transparency. WFD does this by assisting in the development of parliaments, political parties, civil society organisations, and electoral bodies, as well as conducting research in collaboration with leading universities, think tanks, and independent specialists.</p> <p>WFD is uniquely placed to draw directly on the expertise of the Westminster political parties, members of parliament (MPs) and devolved assemblies, and British civil society and technical experts in all its work, as well as a growing network of international and national experts. More about WFD can be found on www.wfd.org</p>			
<p><u>The Programme</u> WFD has been active in Africa and specifically Sub-Saharan Africa, since 2011 and we have well established programmes within a growing portfolio of projects, partners and field presences across the region.</p>			
Main purpose of the role			
<p>Under the guidance of the Regional Director (RD) Africa, this role will support effective programming, monitoring and evaluation, and business development across multiple programmes within the designated region of West and Central Africa (WCA).</p> <p>The SPM would ideally be bilingual (French speaking), but this is not required as there is a bilingual Senior Programme Officer (SPO) in London able to provide programme support to DRC.</p> <p>The Senior Programme Manager will have operational responsibility for programmes and field teams in the WCA region. The postholder will oversee, backstop and support field teams in the implementation of programmes. The postholder will seek to build and maintain solid relationships at all levels, ensuring WFD is placed as a key organisation in providing</p>			



democracy and governance support.

This role will take the technical and operational lead role supporting WFD programmes in the WCA region. The SPM is expected to work with other members of Team Africa looking after programmes and projects in East and Southern Africa (ESA). This will include ensuring programme objectives are met, overseeing the organisation and implementation of activities, tracking use of programme resources and effective financial planning and management. He/she also plays an important role in supporting the RD in providing leadership for the region, ensuring regional teams (in HQ and in the field) are motivated and provided support, building relationships among key stakeholders in the region, including donors, partners, experts, and government officials, and provides input into the programme design and development process and regional business development.

The post holder will be required to support the implementation at the field office level of the WFD programme focusing on improving accountability and inclusion across the Commonwealth. In addition to Commonwealth-related work the SPM will also provide expert technical services to other projects (particularly in electoral reform, parliamentary research, and financial oversight, when possible).

Management and key relationships

Staff managed¹	Senior Programme Officer
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Reports to²	Regional Director – Africa
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Key Relationships

- Informs the RD on progress of programmes in the region and the other key areas of the role, and helps identify programme opportunities and develop key relationships with key stakeholders
- Supports the field-based Country Representatives (CRs) in WCA and oversees programmes in DRC, Ghana, Nigeria, Sierra Leone, and The Gambia and supports other staff/programming in the rest of the region as needed and requested by the RD.
- Works closely with the Finance Department and Africa Finance Business Partner to ensure accurate budget forecasting and financial management and makes recommendations on regional budget allocations
- Ensures effective collaboration with the other Team Africa Programme Managers to enhance knowledge exchange and identify opportunities to replicate emerging best practices across Africa Region.
- Works closely with the Monitoring, Evaluation and Learning (MEL) Manager to ensure all programmes are having their intended impact, meeting targets, and that reporting, and M&E is detailed, timely and accurate.
- Active liaison with the Corporate Communications team to ensure that there is regular and timely information flow about all programme/project activities.
- Support RD in liaising with the Political Party Offices (PPOs) of the leading British political parties on programming in Africa.

Main Duties

1 Programme design and implementation:

- Oversee implementation of programmes within your portfolio, including backstopping and providing technical support and guidance, as required. Through your oversight, ensure WFD is delivering programming of high-quality which meets the expectation of our beneficiaries and donors.

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.



	<ul style="list-style-type: none">• Works with the Regional Director, Country Offices, and beneficiaries to identify opportunities for programming and design innovative and effective programmes• Ensure proper implementation of programming in designated region, including meeting of objectives and organisation and implementation of activities and support in the proper running of field offices• Working with the Regional Director, country teams and others, support the development of new programmes and contribute to their design process.• Utilise a full set of programme design skills and techniques including theories of change and logical frameworks. Particular focus placed on resources and ensuring appropriate measures are in place for effective implementation.• As required, coordinates with RD, SPO and wider WFD to design and organise study visits to the UK• Support field offices with technical advice on programme activities, including developing quality rationales for programme delivery and outputs• Oversees logistical and operational management of programmes - booking venues, flights, accommodation, arrange visas, catering – and serving as backup in absence of the SPO• Support closures 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• Regular overseas travel to support activity implementation and oversee activities and help field offices engage donors to identify funding opportunities
2	Financial Administration <ul style="list-style-type: none">• Oversee the preparation of budget forecasts and re-profiling of budgets for programmes in WCA• Monitor financial reporting regularly to ensure programme expenses are on budget and on-time including managing accruals and cash-flow and producing forecasts• Produce regular financial reports in line with any donor requirements
3	Monitoring and Evaluation <ul style="list-style-type: none">• Support in writing and oversee the production of high quality, impact oriented narrative reports as per donor requirements• Oversee independent evaluation for Programmes in collaboration with the designated MEL Manager.• Collate and synthesise monitoring and lessons learnt outcomes for internal and external audiences• Develop case studies/success stories through liaising with the field teams and communicating with the HQ Communications team
4	Programme stakeholder management <ul style="list-style-type: none">• Develop and maintain stakeholder mapping• Consult and work with local and international implementation partners• Consultation with local stakeholders to ensure buy-in for the programme in its implementation• Work with other implementers to ensure effective coordination and identification of opportunities for collaboration and synergies
5	Business Development <ul style="list-style-type: none">• Seeking new business opportunities and bringing these to the attention of appropriate colleagues notably the WFD Head of Business Development• Engage donors in the Africa Region to identify new opportunities and promote the work of WFD• Support or lead the development of bids for submission as requested by the RD
6.	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'. <ul style="list-style-type: none"> To ensure that their staff are informed of their responsibilities in relation to risk management and have an awareness and understanding of WFD's risk management policy and procedure. 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 such as political science, law, social development, public administration or international relations	E	Int
2	A sound understanding of parliamentary, political, civil society and electoral systems. Thorough knowledge of democracy assistance combined with an understanding of the challenges of democratic progress in African countries	E	Int
3	Experience (2+ years) in designing and implementing governance programmes. Specific experience in parliamentary, political party, civil society and/or elections support would be a considerable advantage.	E	Int
4	Experience of producing high-quality programme reports for internal and external audiences which effectively document results and programme learning	E	Int
5	Ability to act as WFD's representative in the countries for which they are responsible, for example in leading programme development or assessment visits involving contact and negotiation with senior officials, politicians and representatives of international organisations and NGOs.	E	Int
6	Experience of bringing together and motivating a variety of players in designing and implementing programmes, giving overall direction to the work of the team, setting clear priorities and delegating effectively.	E	Int
7	Knowledge and experience of developing programme budgets and monitoring their implementation, to take decisions and/or to advise on reallocation and ensure value for money	E	Int/Test
8	Relevant specialised knowledge and experience, particularly of evaluation methodologies, participatory programme development or an area relevant to democracy building such as parliamentary assistance, political party work, electoral support, or civil society strengthening.	E	Int
9	Familiarity with the British and international funding institutions and donor agencies, including proposal development experience.	D	Int
10	Fluency in written and oral English.	E	Int (possible Test)
11	Fluency or high competence (oral and written) in French desirable	D	Int (possible Test)

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)



Competencies⁵			
	Requirement	E/D	Evaluation
1	<p><u>Analysis and Judgement:</u></p> <ul style="list-style-type: none"> - Generates options and evaluates these to produce recommendations which reflect organisational aims and priorities 	E	App & Int
2	<p><u>Communication and Influencing:</u></p> <ul style="list-style-type: none"> - Takes time and actively listens to thoroughly understand the needs and aspirations of colleagues and contacts; - Uses facts and rational arguments to influence others' thinking; - Creates situations for sharing ideas and discussion; encourages others to contribute - Cultural sensitivity in terms of communication skills 	E	App & Int
3.	<p><u>Delivering Results:</u></p> <ul style="list-style-type: none"> - Makes opportunities to share knowledge, learning and best practice to improve organisational delivery; - Tackles difficult problems, seeks to understand the reason for obstacles and takes personal responsibility for finding solutions 	E	App & Int
4.	<p><u>Initiative and Creativity:</u></p> <ul style="list-style-type: none"> - Responds to new or different ideas by discussing why they might work rather than why they won't; - Works with colleagues to understand factors which hinder performance, to brainstorm solutions and to plan improvements 	E	App & Int
5.	<p><u>Leading and Developing People:</u></p> <ul style="list-style-type: none"> - Treats everyone equally and respects the knowledge and experience of others; - Takes time to help others to come up with solutions, rather than solve problems for them 	E	App & Int
6.	<p><u>Self-awareness and Improvement:</u></p> <ul style="list-style-type: none"> - Learns lessons from success and failures and freely shares knowledge and findings with others; Recognises areas of one's own weakness and seeks guidance and support. Looks for opportunities to improve 	E	App & Int
7.	<p><u>Strategic Thinking:</u></p> <ul style="list-style-type: none"> - Helps colleagues to understand complex ideas and to make the links between their work and organisational strategy; - Understands and is committed to the organisation's mission, purpose and strategy 	E	App & Int
8.	<p><u>Working with Others:</u></p> <ul style="list-style-type: none"> - Makes time to help colleagues with their work and prioritises team goals over personal preferences or interests; - Seeks advice and ideas from others and proactively shares information and learning 	E	App & Int

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.