



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	Male, Maldives
Contract type	Full Time Fixed term contract for service	Contract length	Jul 2019 – Mar 2021 (Subject to funding)
Starting salary	Rs 18,000 – Rs 19,500 pcm (depending on skills and experience)		

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 democracy strengthening and does this by supporting the development of and working with parliaments, political parties, independent institutions and civil society organisations in a gender responsive and inclusive way. It is uniquely placed to draw directly on the expertise of the United Kingdom Parliaments and Assemblies 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

The Maldives Programme:

WFD is looking for an experienced Programme Coordinator based in Male, Maldives to support and implement WFD's programme in Maldives. The programme aims to support strengthen the role and functions of Parliament, such as Parliamentary Committees, the Speaker's Office and the rules and processes of Parliament and to support multi-stakeholder engagement with Parliament. WFD also supports Independent Institutions and Civil Society organisations. In doing so, WFD works with parliamentarians (UK and Maldives), officials, independent institutions, civil society organisations and other stakeholders. Gender equality, human rights, inclusivity and support for thematic areas wherever appropriate are integrated in the work we do.

Main purpose of the role

The Maldives Programme will be implemented by WFD's team in Sri Lanka with the support of WFD's Asia Team and relevant WFD business units in London. The Maldives Programme coordinator responsibilities will include programme design, administration and implementation.

A key task of will be to identify relevant activities that will become part of the programmes implemented by WFD and to co-ordinate activities with partner and other implementing agencies (e.g. UNDP, USAID). The role will require 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, finance and administration, collecting monitoring and evaluation data and communicating project successes and achievements.

Please note: this role is subject to funding.

Management and key relationships

Staff managed¹	None
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Reports to²	Country Representative, Sri Lanka
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Key Relationships

- Sri Lanka Country Representative; PAFA
- Asia Programme Team, London; Regional Director Asia; London based business units
- Beneficiaries (e.g. Parliament), donors and partners (e.g. CSOs)

Main Duties

1	<p>Programme Implementation:</p> <ul style="list-style-type: none"> • Preparation for activities undertaken by WFD in Maldives, including: administrative support, logistics, travel arrangements, contracting suppliers, procurement, briefings, monitoring forms, etc. • Coordination of activities to ensure a 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	Assessing the external environment (including undertaking research, engagement with key stakeholders) in order to track progress towards outcomes and inform WFD of political, economic and social developments which may impact on the programme. Based on this monitoring, produce suggestions to support the Country Representative in achieving programme objectives/outcomes.
3	Reporting to the Country Representative on progress both in implementation (developing quarterly reports) and finances (monthly tracking of activity expenditure and forecast).
4	Monitoring and evaluation of programme activities to capture lessons learned and inform future activities; contribute to research and analysis of new opportunities within the programme.
5	Supporting the Country Representative including: information and advice to ensure that activities translate into expected results (outputs) and outcomes; representation and relations with key stakeholders (particularly local partners and beneficiaries); support in other areas as required (e.g. programme research, communications, narrative reports).
6	<p>Risk Management</p> <p>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'.</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.

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	Excellent organisational skills	E	Application and Interview
3	Excellent English written and oral communications skills necessary to produce proposals and reports and to present them to WFD's Board, to donors, and to local partners and other stakeholders as required	E	Application and Interview
4	Fluency in dhivehi	E	Application
5	Demonstrates good use of hardware, software, and other office equipment	E	Application and Interview
6	A sound understanding of the Maldives parliamentary system and political background and the challenges of democracy building in Maldives	E	Application and Interview
7	A sound understanding of the United Kingdom parliamentary system and political background	D	Application and interview
8	Proven experience of programme monitoring and evaluation methodologies including logframes, developing case studies	E	Application and interview
9	Sound understanding of financial management, numerical competency; experience of managing budgets and financial transactions	E	Application and interview
10	Proven experience of a similar role, in a similar type of organisation (preferably an NGO, public sector or international development agency organisation)	D	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 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)

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.

3	Communicating and influencing - Anticipates the needs and concerns of WFD staff and stakeholders and prepares to address these. Tailors communications (written, verbal, presentations) to the audience and prepares communications for impact.	E	Application & Interview
4	Delivering results - 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 in hand and dedicated to delivering on objectives with the allocated time	E	Application & Interview
5	Organisation and multi-tasking - Excellent organisational skills, motivated, able to multi-task efficiently, and familiarity with working within a challenging and time-sensitive environment	E	Application & Interview
6	Travel - Willingness to travel	E	Application and Interview