



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 is expected to be flexible in their work to deliver the objectives of the organisation.

Job title	Programme Manager, Serbia		
Contract type	Fixed term	Location	Belgrade, Serbia
Salary range	1,451.13 GBP Gross	Contract length	Until March 31 st 2021 (6 months probation 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.

The Programme

WFD launched a new CSSF funded project in 2018, that operates in six countries: Albania, Bosnia and Herzegovina, Serbia, Montenegro, Macedonia and Kosovo and is coordinated through a regional Western Balkans office based in Belgrade.

WFD is looking to recruit an experienced Programme Manager with extensive experience in governance, political party and civil society programmes to manage WFD's programme components in Serbia.

The regional programme titled: "Western Balkans Democracy Initiative" will focus on three components of work:

- Strengthening Political Parties
- Strengthening Parliamentary Practice
- Strengthening Democratic Institutions and Culture

To deliver the programme, WFD has developed a team of programmatic and technical staff based in six offices across the region and further strengthening its Western Balkans office. This position will be based in Belgrade, Serbia and will be responsible for delivering the Serbia component/s of the CSSF Western Balkans programme.

Main purpose of the role

The Programme Manager will have responsibility for managing programs for Serbia under WFD's Western Balkans programme.

This will include - but is not limited to - managing the implementation of various activities between WFD, political organisations, parliamentary groups, CSOs and other relevant stakeholders in the country and, if needed, the WB region.



The programme Manager will communicate with relevant institutions in Serbia and support the development and establishment of relationships within parliamentary and government institutions, political organisations and relevant stakeholders.

The role will also require working on implementation of all relevant Serbia components under the CSSF grant.

The programme manager will work on budget management and monitoring and evaluation of programme activities.

The post holder will play a significant role in stakeholder management.

The Programme Manager will also be expected to contribute to development of future business opportunities specifically for Serbia and to contribute to the Western Balkans programme portfolio.

Management and key relationships

Staff managed¹ N/A

Reports to² Country Representative Serbia

Key Relationships

- Country Representative Serbia
- WFD Western Balkans Director
- WFD London Office and WFD Europe Team
- Selected relevant stakeholders from political organisations, civic movements, Government and Parliament, and civil society in Serbia
- UK Embassy and CSSF representatives in Serbia
- International community representatives, donors and implementers in Serbia
- All relevant suppliers

Main Duties

1 Programme Management

Managing the full programme utilising standardised programme management tools including, work breakdown structures, project logic, logframes etc;
Regularly consult and work 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 the development and implementation of workplans and schedules for the CSSF project
- Development of materials and tools for programme
- Source and contract suppliers for delivery of programme activities
- Review progress of programme according to WFD's monitoring and evaluation guidelines
- Conduct programme activity follow-up with direct and indirect beneficiaries
- Apply programme communication's strategy
- Explore opportunities of long-term and short term international and local experts
- Effectively manage risk, including through maintaining an up-to-date risk register

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"> To actively engage in WFD global Building for the Future online community and fulfil the requirements of the BFTF (expected after the set of Induction sessions) 		
2	<p>Political Economy Analysis and Programme stakeholder management</p> <ul style="list-style-type: none"> Work and contribute on developing a political economy analysis for Serbia Update and maintain stakeholder mapping Support consultations and work with the programme's local and international partners Support consultations with local stakeholders in developing a PEA and ensuring the buy-in for the programme in its implementation Establish and maintain relationships with programme stakeholders 		
3	<p>Financial and Administrative Responsibility</p> <ul style="list-style-type: none"> Responsible for forecasting and financial management of the programme budget. Responsible for keeping track of finances, expenditure and cash flows in coordination with in country and regional PAFAs. Responsible reconciliation of expenditure in coordination with in country and regional PAFAs. Monitor that monthly accruals are accurately managed. Monitor and ensure accurate and timely financial reporting to WFD on Serbia programme activities 		
4	<p>Reporting and analysis</p> <ul style="list-style-type: none"> Conducts research, analysis and reports on parliamentary trends with particular focus on risk assessment and the impact of political events on WFD's work Conducts research relating to the programme and on new policy issues and priorities Develops quarterly report/ annual reports in compliance with WFD and CSSF reporting guidelines and using innovative techniques to monitor and evidence programme results 		
7.	<p>Risk Management</p> <ul style="list-style-type: none"> 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'. Assist in maintaining the risk management system and to escalate matters of 'high risk' to relevant colleagues and CR. 		
Person Specification			
Knowledge, skills and experience			
	Requirements	E/D³	Evaluation⁴
1	Educated to BA or Master's Degree level in a relevant discipline such as political science, law, social development, public administration or international relations.	E	Application

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)



2	Thorough knowledge of the political environment in Serbia and the recent developments in political party CSO and parliamentary matters.	E	Application and Interview
3	A sound understanding of parliamentary, political and electoral systems in Serbia	D	Application and Interview
4	Significant experience in designing and implementing programmes. This should include management experience of political organisation's strengthening, government and parliamentary strengthening or related democracy development work	E	Application and Interview
5	Excellent English and Serbian, written and oral communications skills necessary to produce proposals and reports and to present them to WFD's Board and funders, to donors, and to local partners and other stakeholders.	E	Application and interview
6	Thorough understanding and experience of financial management and numerical competency	E	Application, Test and Interview
7	Significant experience of gathering and consolidating information for monitoring and evaluation purposes	E	Application and interview
8	Significant experience of producing programme reports with analysis and documentation of outcomes and programme learning	E	Interview
Competencies⁵			
	Requirement	E/D	Evaluation
1	Credibility and confidence to lead programme implementation and coordination	E	Application and Interview
2	The flexibility to work in a fast changing environment with the ability to manage and prioritise a range of operational, financial and administrative responsibilities	E	Interview
3	Good judgement in taking decisions where there is sometimes no precedent	E	Interview
4	Ability to work independently and effectively, and drive to manage workload, with limited supervision	E	Application and Interview
5	Ability and confidence to multi-task in a challenging national and international environment	E	Interview
8	Strong diplomatic skills and ability to influence and negotiate with senior officials, politicians, and representatives of international organisations and NGOs	E	Application and Interview
9	Demonstrated ability to capture lessons learnt to inform new ways of working and identify future opportunities and challenges	E	Interview
10	Achieves a level of delivery which exceed client expectations and enhances the reputation of the organisation and promotes the programmes successes	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.