



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	Programme Manager, Lebanon		
Contract type	Fixed term contract of service – Full time	Location	Beirut (with occasional national and international travel)
Salary range	£2008.6 per month Gross GBP	Contract length	Until 31/03/2020 (3 months probational period)

Context

The Foundation:

Westminster Foundation for Democracy (WFD) is a non-departmental public body sponsored by the Foreign and Commonwealth (FCO) and supported by the Department for International Development (DFID) and other donors. 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.

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.

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.

WFD is looking to recruit an experienced Programme Manager with extensive experience in governance, human rights and civil society programmes to manage an existing programme to assist Lebanese institutions to better support the implementation and oversight of human rights mechanisms.

Main purpose of the role

The Programme Manager will support the Country Representative for Lebanon in the implementation of this programme. This will include supporting the management



of the programme cycle from implementation through to final evaluation. The post holder will play an important role in stakeholder management.

She/he will have the support of a Programme Assistant (PAFA) for whom they will have day to day line management responsibility: setting objectives, performance management, provide day to day support and development for staff to achieve results.

Under the leadership of the Country Representative, the Programme Manager will: manage on a day-to-day basis the programme's activity, work on budget management and monitoring and evaluation of programme activities; identify and hire relevant experts on short and long-term assignments in support of the programme.

Management and key relationships

Staff managed¹

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Reports to²

Lebanon Country Representative

Key Relationships

- Lebanon Country Representative
- NPM, NHRI, Judges, Lawyers, security personnel, CSOs
- Key experts, partner organisations, and civil society
- WFD London Office and WFD programme staff globally
- Relevant donor/s
- International community representatives, donors and implementers in Lebanon
- Relevant suppliers

Main Duties

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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:

- Support the development and implementation of workplans and schedules
- Deliver relevant aspects of WFD's programming
- Support and guide partners, long-term and short term international and local experts
- Source and contract suppliers for programme delivery activities
- Review progress of programme according to WFD's monitoring and evaluation guidelines
- Conduct programme activity follow-up with direct and indirect beneficiaries

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"> • Apply programme communication's strategy • Effectively manage risk, including through maintaining an up-to-date risk register 		
2	Programme stakeholder management <ul style="list-style-type: none"> • Support the development of WFD's presence in Lebanon and contribute to establishing trust beneficiaries and partners • Maintain professional relationships with key players and organisations • Develop and maintain stakeholder mapping and coordination with peer organisations • Consult and work with the programme's beneficiaries and partners to ensure buy-in to design and implementation. 		
3	Financial and Administrative Responsibility <ul style="list-style-type: none"> • Monitors forecasting and financial management of budgets • Keeping track of finances • Provide information for accurate and timely financial reporting to WFD 		
4	Reporting and analysis <ul style="list-style-type: none"> • Conducts research, analysis and reports on human rights in Lebanon; Use information to explore new opportunities for continued programmes in Lebanon. • Conducts research relating to the programme and on new policy issues and priorities • Develops quarterly report/ annual reports in compliance with WFD reporting guidelines and using innovative techniques to monitor and • Undertake information gathering for WFD Board of Governors and other analysis as required by WFD. 		
6	Programme design <ul style="list-style-type: none"> • Conduct needs and context analysis for the new programmes or extensions on existing programmes 		
7	Risk Management <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 		
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. 5+ years of relevant working experience.	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 Lebanon and the recent developments in human rights, governance and CSOs.	E	Application and Interview
3	Experience of managing good governance and democracy programs	E	Application and Interview
6	Excellent command of English and Arabic both written and oral, to be able to communicate professionally to senior stakeholders throughout the country	E	Application and interview
7	Thorough understanding and experience of financial management and numerical competency	E	Application, Test and Interview
8	Experience of producing programme reports with analysis and documentation of outcomes and programme learning in English	E	Application and interview
9	Experience of fundraising and business development with institutional donors	E	Interview
10	Proven experience of programme monitoring and evaluation methodologies including logframes, developing case studies	D	Application and 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 an 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.