



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.

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| Job title | Senior Programme Officer, Asia | 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 Regional Director the primary responsibility of the Senior Programme Officer is to support the delivery of WFD's programmes in Asia.</p> <p>The Senior Programme Officer will work closely with the Senior Programme Manager for South Asia and Programme Manager for Southeast Asia to support the implementation of WFD programmes and provide wide-ranging support to the Regional Director in managing the wider Asia region.</p> <p>The Senior Programme Officer supports the Asia Team at WFD headquarters and acts as a focal point to other corporate teams (e.g. Communications, Operations) in London. The post holder will also play an important role in coordination with WFD's Country Offices, participating in regular interactions with the Country Representatives and teams based in WFD programme countries throughout the Asia region. Regional travel may be required. be required to undertake</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.



The post holder will be expected to perform a variety of tasks across all phases of programme delivery, from programme design and inception 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.

He/she will also act as a Communications/outreach focal point and provide an important link to the Corporate Communications team.

The role is responsible for the accurate, efficient and timely management of financial 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.

Management and key relationships

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| Staff managed² | None |
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| Reports to³ | Regional Director Asia |
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Key Relationships

- Reports to the Regional Director Asia
- Supports the implementation of programmes in the South Asia and South-East Asia teams
- Maintains close working relations with the Finance Business Partner, Monitoring and Evaluation Manager Asia, Operations team, Communications team and all other London based teams
- Liaises with relevant overseas field staff as required, embassies in-country, grantees and other programme stakeholders, including in other countries where WFD has relationships and programmes as required

Main Duties

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| 1 | <p>Programme Delivery:</p> <ul style="list-style-type: none"> • Support the organisation and ensure the smooth delivery of UK and field-based activities (including booking venues, flights, accommodation, arrange visas, catering, etc, in the UK;); • Provide support to Country Office staff and to programme activities and provide guidance in internal processes and procedures; • Support the facilitation of high-level delegation visits, as required, including logistical and administrative support for inward (to the UK) and outward visits; • Support the development and updating of country profiles, briefing papers and political economy analysis and conduct research for background information; • Develop communications products detailing the work of WFD's Asia team for external and internal audiences, working with the HQ and Country teams and the London Communications team. • Provide support to the Regional Director in the management of the overall Asia region. |
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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.



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| | <ul style="list-style-type: none">• 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 according to filing protocols;• Support Country teams to ensure Security policies and procedures understood, developed are adhered to• Support 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 Asia 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">• Support preparation of 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;• 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, Evaluation and Learning</p> <ul style="list-style-type: none">• Support the collection and synthesis of monitoring and lessons learnt outcomes for internal and external audiences;• Collaborate with the MEL team broaden a learning environment within the Asia team to strengthen monitoring, evaluation and learning;• Support the field teams to update WFD's online Monitoring, Evaluation and Learning (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">• Undertake research in coordination with the HQ Asia team and country offices and support from the Business Development team to identify business development opportunities in the region and in specific countries.• Support the development of concept notes, bids or proposals for funding opportunities. |
| 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’. | | |
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| | <ul style="list-style-type: none"> Coordinate regional compliance with the risk management protocols and systems. | | |
| Person Specification | | | |
| Knowledge, skills and experience | | | |
| | Requirement | E/D⁴ | Evaluation⁵ |
| 1 | Educated to degree level with at least two years’ work experience in programme development environment and financial management | E | Application/Interview |
| 2 | Demonstrated experience in 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 of and/or experience working on programmes in/relating to the Asia region | E | Application/Interview |
| 7 | Experience of researching and preparing funds mobilization strategies and drafting programme bids to support business development | D | Application/Interview |
| 8 | Excellent spoken and written English | E | Application/Interview |
| 9 | Oral and written skills in an Asian language ⁶ where WFD has programmes an advantage | D | Application/Interview |

| Competencies⁷ | | | |
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| | 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 | | |

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)

⁶ Including but not limited to: Bahasa Indonesia, Burmese, Malay, Nepali, Punjabi, Singhalese, Tamil, Urdu

⁷ 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.



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