



The British Embassy Manila is currently seeking to fill the following vacancy:

## **Research and Innovation Programme Manager**

**Application closing date: 7 May 2014**

The British Embassy in Manila is part of a world-wide network of 230 posts, representing British political, defence, economic, trade, and consular interests around the world.

Science and innovation play a key role in promoting prosperity and are at the heart of UK government strategy for a sustainable economic recovery. International collaboration is vital for maximising economic and development benefits as well as meeting global policy challenges with problems such as pandemic disease, climate change, and food security requiring the ability for governments to engage with, and through, sound science.

As part of the UK's work, we are creating a bilateral programme of Research and Innovation. To take this forward, we are seeking to identify a person who can help set up the initial links, projects and define the skills and resources that will be needed to manage the programme on an ongoing basis. This may be achieved via a temporary or part time appointment (e.g. for a period of 4 months) and could suit someone wishing to work flexibly.

The jobholder will have a critical role in developing a research and innovation partnership with the Philippines. This position will be responsible for ensuring that the partnership can make a significant contribution to the Philippines' development whilst also strengthening the bilateral relationship with the UK.

As a senior member of our local staff, the jobholder will be required interact regularly with the Ambassador, Deputy Head of Mission, senior visiting UK scientists and officials, and a wide range of contacts in government, industry and academia in the Philippines. The successful candidate will require a strong interest in science policy and encouraging international collaboration. They will work closely with other teams at the Embassy and the regional Science and Innovation team. The role may involve domestic travel and some evening working.

### **Primary Role**

- Develop an understanding of the development challenges in the Philippines and how UK could best contribute;
- Negotiate with in-country bodies over the content and focus of the partnership, and secure agreement on co-funding;
- **Produce a plan covering the skills, experience and resources required to maintain and manage the project over time.**
- Work with Embassy communications team to raise visibility of partnership outcomes.

### **Requirements of the Role**

- Proven understanding of science and innovation activities in the Philippines and delivery of project activities;
- Strong personal organisation and communications skills, initiative and resourcefulness;
- Professional approach and demeanour, high work standards and ability to meet deadlines;
- Excellent written and spoken English

The British Embassy offers a competitive remuneration package. The successful candidate will need to commence security clearance procedures through the Embassy as soon as possible. Further details of benefits are available on request.

### **How to Apply**

Interested candidates should forward

- An updated CV,
- A completed Application Form which can be downloaded from our website at <https://www.gov.uk/government/world/organisations/british-embassy-manila/about/recruitment>,
- A Cover Letter expounding on relevant qualifications and suitability for the described role.

All applications must be submitted to **Manila.HR@fco.gov.uk**, with the Applicant's name and job reference "RIFPM" in the email subject heading.

Deadline for applications is on **7 May 2014**. Only complete applications will be considered.

*No accommodation or relocation expenses are payable in connection with this position. You must have work authorisation for the Philippines in order to apply.*

*Employment offers are subject to successful clearance of all pre-employment requirements. Staff who are locally recruited by the British Embassy are subject to terms and conditions of service according to local Philippine Law.*

### **Interview**

Interviews will be conducted on **15 or 16 May 2014**.

We regret to advise that only short-listed candidates will be contacted regarding the next phase of the recruitment process. To those applicants not shortlisted, we extend our appreciation for considering the British Government as a potential employer.

### **Start Date**

The successful candidate is expected to commence work by **May 2014**.

*The Foreign Office is an Equal Opportunities Employer*