

## JOB DESCRIPTION

Title: Inclusive Growth and Livelihoods Team Programme Manager  
Grade: B1/B2 (depending on the skills and experience of applicants)  
Location: DFID Burma  
Line Manager: Team Leader, Inclusive Growth and Livelihoods Team, DFID Burma

### Job Summary

The post holder is responsible for the programme management of key elements of the Inclusive Growth and Livelihoods Team's programme portfolio. The team's programmes includes a major programme on rural economic development, an exciting and developing private sector development programme and a major public sector reform programme focused on public financial management and extractives. The exact elements managed by this post will be determined in discussion with the team on appointment.

The post holder will also line manage the programme officer within the Inclusive Growth and Livelihoods team, and so will need to have an overview of the team's portfolio and demonstrate strong management and leadership skills.

### Specific Duties and Responsibilities

***The main areas of work include, but are not limited to:***

#### **Programme Management Leadership and Line Management**

- Ensuring teams strategic and operational planning are well informed by sound program management principles
- Playing a leadership role within the team and across the office on best quality program management
- Overseeing compliance within the team on reporting and communications in relation to the team's programs
- Effective line management of Programme officer in the team. Ensure staff has clear objectives, are highly motivated, receive regular feedback and are able to develop their full potential.
- Effective support provided to the Team Leader, and Head of Programme Delivery to ensure systems and processes are in place to allow strategic financial and management decisions to be taken; provide clear, accurate and constructive advice and information, ensuring that the programs meet spending and results objectives in Operational Plan.
- Effective working with project advisers and project team members to achieve program budget annual outturn within 3% of resource budget. Work closely and constructively with the Finance Manager (FM) using knowledge and experience of the program to support fulfillment of their objectives; ensure forecasting accuracy, liaising with project team and the implementers to proactively initiate the scheduled payments, and coordinate with the FM for foreseen changes with justifications and notify any large payments in time.
- Financial management, including forecasting, budgeting and payments, and accruals and prepayments processed in line with ARIES and ADAMANT principle.
- Develop good working relationships with project implementers, other country offices to ensure program finances are handled in line with DFID procedures,

unspent balance funds returned to DFID accounts within agreed time line and problems and issues are dealt with openly and constructively.

### **Support to project design and development of Inclusive Growth and Livelihoods Team programs**

- Close working with respective project advisers in the initial stages of new projects or extensions of existing projects, including producing high quality financial and management sections of business cases, and draft log-frames
- At final Business Case submission, ensure projects have correct ARIES information and prepare for approval on system, and save key documents onto Quest to meet the procedural and transparency requirements,
- Arrange the grants/MoUs signed off and recorded in a timely fashion after Business Case approval.
- Ensure Due Diligence Framework is followed and cases approved and registered before agreements signed as necessary.

### **Leadership in project cycle management and portfolio delivery in Inclusive Growth and Livelihoods Team programs**

- Within (1) month after a BC approval ensure a delivery plan is developed including agreed financial and performance reporting timelines
- Ensure reports, audited accounts and financial reports as per agreed timelines, review them whether project activities are on track and whether budgets are spent for intended purposes and demonstrate value for money, give feedback and make clarifications on unclear information. And record the final reports on both Quest and Aries
- Lead on drafting AR and PCR for the assigned projects. Work together with SRO's and advisers to ensure the reviews are approved on the system by their deadlines.
- Build good working relationships with implementing partners with effective communication
- Formally and regularly meet partners to discuss project issues
- Develop, maintain and utilize DFID network to find solutions to programme management issues
- Make sure programs have robust M&E strategies and regular reporting on results, supporting SROs;
- Ensure programs have robust risk management frameworks and regular reporting on risks, supporting SROs
- Support SRO's and advisors to monitor VFM and risks in key programmes and ensure mitigation strategies in place where necessary.
- Provide high quality inputs to submissions and briefings for senior management and Ministers on relevant programmes.
- Representing DFID in external meetings, attending relevant conferences and talks (particularly in the Myanmar language) and supporting advisors on donor coordination.

### **Skills and Experiences**

- A graduate degree.
- Experience in managing development programmes in bi-lateral/multi-lateral agencies, the NGO or corporate sector. The candidate should have a minimum of 5 years relevant experience.
- Sound knowledge of development issues as well as a strong understanding of the way DFID can intervene to deliver results. Knowledge of economic policy and private sector development would be an advantage.

- Excellent organisational and interpersonal skills.
- Excellent written and spoken English.
- Excellent organisational skills and the ability to juggle multiple tasks and deadlines.
- Ability to work independently and be confident in dealing with senior people
- Strong communicator (with strong writing skills) and be able to develop effective working relationships other donors, private and civil society partners.
- Experience of having designed and implemented programmes, delivering according to plan, using systems effectively to monitor and evaluate.

### **Personal Competences**

The successful candidate will be expected to work against the following core competences and the selection process will be looking for evidence against each area.

- Leading and Communicating
- Making Effective Decisions
- Delivering at Pace
- Delivering value for money

### **COMPENSATION AND BENEFIT PACKAGE INCLUDES:**

- Competitive salary starting from USD 16,752 per annum for B1 grade and USD 15,708 per annum for B2 grade. The successful candidate will be offered a starting salary within any one of these grades commensurate with their qualifications and experience.
- Flexible working hours (35 hours net per week).
- 22 days paid annual leave.

The British High Commission offers a good working environment and, as a preferred employer, DFID offers broader benefits beyond the financial compensation which include:

- The opportunity to grow in an intellectually stimulating environment.
- Professional development opportunities for Learning & Development.
- Opportunity for work life balance and flexible working arrangements including annual leave, compressed work week and compensatory time off for travel.
- Comprehensive medical and accident insurance.
- Become part of the British Government overseas with access to career opportunities across all of our operations in Burma and further afield.
- Working in an international environment.

### **TO APPLY:**

- Complete the DFID Job Application Form (please note applications without the form will not be considered)
- Attach a detailed CV
- Email Applications should be sent to AsiaHRHubRecruit ([AsiaHRHubRecruit@DFID.gov.uk](mailto:AsiaHRHubRecruit@DFID.gov.uk)) with the header: "Completed Application for B1/B2 Inclusive Growth and Livelihoods Team Programme Manager".

- IMPORTANT: Only completed applications in the given format shall be considered. Applications without the CV and DFID Burma Application form will be rejected.
- All applications must be received on or before **31 July 2015 (23:59 MST)**.
- To access DFID Job Application form and Competency Framework, please visit the link below: <https://whitehall-admin.production.alpha.gov.co.uk/government/world/organisations/dfid-burma/about/recruitment>
- The appointment will be subject to Police Verification and other checks including references, educational, professional and medical clearance.
- No accommodation or relocation expenses are payable in connection with this position.
- You must have or be able to obtain work authorisation for Myanmar in order to apply.
- **We regret to advise that we will only be contacting shortlisted candidates.**

DFID Burma  
July 2015