

DFID Job Profile

## Senior Programme Manager (Risk and Value for Money), Corporate and Programme Effectiveness Team (CPET)



**Functional area:** Programme Management

**DFID Grade:** A2; **FCO Grade:** D6

**Duration of Contract:** The successful candidate will be awarded a 3 year contract which includes a 6-month probation period.

**Specialist/Advisory:** Generalist

**Reporting to:** A2 Team Leader

**HCS/SAIC/either:** Staff Appointed In Country (SAIC)

**Security Clearance Required:** Baseline Personal Security Standard

**Location:** New Delhi, India

### Background and purpose of the role

**The Department for International Development (DFID)** leads the UK's work to end extreme poverty, deliver the Global Goals, and tackle global challenges in line with the government's UK Aid Strategy. Investment in international development is building a safer, healthier, more prosperous world for everyone. UK Aid Strategy describes how we are fulfilling commitments made to the public. Our strategic objectives are: (1) Strengthening global peace, security and governance (2) Strengthening resilience and response to crises (3) Promoting global prosperity (4) Tackling extreme poverty and helping the world's most vulnerable.

**The Corporate and Programme Effectiveness Team (CPET)** has been established to support AsCOT's smaller offices (Asia Regional, Caribbean, Central Asia, China and Indonesia) improve corporate compliance and develop best practice on: financial management and forecasting; risk; value for money (VFM), programme delivery, organisational learning, evidence and results. The team is based in Delhi, to ensure strong interaction with country teams who are in similar time zones.

The team sits in DFID's **Asia Caribbean and Overseas Territories (AsCOT) Division**. AsCOT covers a hugely diverse set of countries, contexts and development relationships, many of which are strategically important across HMG and to the Global Britain agenda. This includes: large scale bilateral programming in countries such as Bangladesh and Nepal, and in fragile and conflict affected countries, including Afghanistan, Burma and Pakistan; transitioning development partnerships in India and China focused shared UK and country prosperity; joint-HMG work on climate change in Indonesia; and work through the good governance fund in Ukraine and Balkan states. AsCOT also covers programming to meet the reasonable assistance needs of the UK overseas territories, and programmes that work regionally to support inclusive growth, security and climate change resilience in the Caribbean, Central Asia and across Asia more broadly.

The **purpose of role** of Senior Programme Manager (Risks and Value for Money) is to ensure that the smaller country offices across AsCOT are actively managing risks and value for money in both their programmes and in their business units.

Achieving **value for money** in UK aid is crucial. This means that DFID must understand and systematically track the drivers of cost and value, in order to maximise the impact from the money it spends. Value for money is a principle running across the department's management systems and is about maximising the impact of each pound spent. This is analysed through three E's: Economy (spending less); Efficiency (spending well) and Effectiveness (spending wisely). It applies to the design and management of individual programmes, as well as to the management of portfolios, the procurement of suppliers, and DFID's own administration. Maximising value for money in our programmes means that we design, procure, deliver and chose our interventions to maximise impact, given available resources.

In addition to value for money, continuous and high quality **risk management** is key to delivering DFID's and UK Government's objectives. Given the nature of our work we have a high appetite for risk but we will always take measures to manage risks which could adversely affect our staff or our funds. Being risk aware means accepting an appropriate level of risk where the

	<p>return and value for money merits it in order to achieve our planned objectives – and this site will help you do this. The risk management framework will enable us to do our jobs better, run programmes that have a greater impact on the lives of the world’s poorest people, and deliver theWe will be better prepared for when things go wrong (which they will do, given the contexts we operate in) by helping us be explicit about the uncertainties and challenges we face on a daily basis, internally as well as externally.</p>
<p><b>Key Accountabilities and responsibilities</b></p>	<p>The postholder’s responsibilities include;</p> <ul style="list-style-type: none"> <li>• lead development of programme risk management processes, including escalation/de-escalation of risks and mitigation strategies, with the CPET network, within the context of the DFID Programme Risk Management Framework and the Control and Assurance Framework</li> <li>• support CPET network’s senior managers on defining risk appetite at country office level and ensure individual programmes for country offices are within the defined risk appetite and respond to changes in risk appetite</li> <li>• lead and/or support the development of value for money strategies, working closely with the CPET network</li> <li>• support CPET network on due diligence and financial and fraud risk assessments, working with the programme team on delivery</li> <li>• support CPET programme team on the active management of the delivery chain risk mapping tools through financial agreements and speaking with programme partners</li> <li>• support the CPET network in finalisation of corporate returns like Statement of Assurance and lead on preparation for the internal audit reviews</li> <li>• support teams on DFID data management tools such as the Aid Management Platform application which captures and analyses risk management information including management information from delivery chains</li> <li>• support the CPET commercial team in actively promoting and leading on improving commercial capability within programme teams</li> <li>• monitor evolving agenda on programme risk management and value for money and support adoption in a small office context</li> </ul>
<p><b>Essential skills and experience</b></p>	<p>We require someone who is an effective programme manager and confident communicator, with the proven ability to think around issues, network with key stakeholders, and drive process ownership and implementation. You will be a self-starter who enjoys taking initiative, being creative, and building support for the regional agenda. You must be able to work independently and be confident in dealing with senior people. The successful applicant will be expected to demonstrate the following qualification, skills and experience:</p> <p><b>Essential Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• <b>10 years + of programme management experience</b> in the international development environment working with NGOs, UN and bilateral partners on high value programmes; actively managing programme risk management framework; and applying value for money principles to programmes to achieve maximum impact.</li> <li>• <b>Confident communication skills</b> – you will be required to manage a wide range of stakeholders, and to lead, manage, motivate and co-ordinate cross-functional teams with no direct authority over them. This will include an ability to work with teams remotely, and across cultures, time zones and disciplines</li> <li>• <b>Strong stakeholder management skills</b> – ability to engage and work collaboratively with Heads and Deputy of Office and senior programme managers to build capability and to improve compliance and performance of programmes</li> <li>• <b>An active commitment to continued learning and excellence;</b> flexibility, resilience and an ability to adapt to change</li> </ul> <p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>• It is <b>expected</b> that the successful candidate holds a relevant Bachelor’s degree and/or Master’s degree in economics, business management or development studies.</li> </ul>

## Job Specification

### Civil Service Competencies

Applications will be assessed on the basis of evidence provided against the various competencies. To ensure a successful application it is important that all sets of competencies are adequately addressed in your competency statements. It is therefore strongly advised that you read the Civil Service Competency Framework, which provides more detailed guidance on how the competencies are defined and the standards expected at the A2 grade. Applicants are encouraged to use the STAR (Situation, Task, Action, Result) format to prepare specific examples for the competency section.

<b>Generic Competences - top 6 civil service and international competencies</b>	Refer to <a href="#">Civil Service Competency Framework</a> In this Job, this means...
Changing and improving	Level 4 – Proactively identifying corporate and programme areas for development across small offices and constructively working with them on improvements.
Building capability for all	Level 4 – Identify future capability requirements to deliver DFID, AsCOT and small office objectives
Collaborating and partnering	Level 4 – Actively building a network of colleagues across the small offices and headquarters
Delivering value for money	Level 4 – Promote and visibly demonstrate a culture of value for money
Managing a quality service	Level 4 – Ensure that the CPETs offer to small offices considers their different needs and tailors support accordingly
Engaging internationally	Level 4 – Quickly understand country/regional contexts and local sensitivities

<b>To Apply</b>	<ul style="list-style-type: none"> <li>▪ Completed DFID Job Application Form and up to date CV (not more than 3 sides) should be sent to <a href="mailto:AsiaHRHubRecruit@DFID.gov.uk">AsiaHRHubRecruit@DFID.gov.uk</a>. Please note applications without the DFID Job Application form and CV will not be considered.</li> <li>▪ While applying for the position the Subject header should read as – <b>A2 Senior Programme Manager (Risk and Value for Money) - Reference ID: SPMA2SI-LM087IN</b>. All applications need to have <i>Reference ID</i> in subject line of their email.</li> <li>▪ Late applications <u>will not</u> be accepted.</li> <li>▪ To access DFID Job Application form and Competency Framework, please visit the link below: <a href="https://www.gov.uk/government/world/organisations/dfid-india/about/recruitment">https://www.gov.uk/government/world/organisations/dfid-india/about/recruitment</a></li> <li>▪ The appointment will be subject to Police Verification and other checks including references, educational and professional and medical clearance.</li> <li>▪ No accommodation or relocation expenses are payable in connection with this position.</li> <li>▪ You must have or be able to obtain work authorization for India in order to apply.</li> </ul> <p><b>Please note that only those applicants selected for interview will be contacted. Shortlisted candidates should be available in November for next stage of the recruitment process. The selection method will comprise of Paper Application Review, Written Assessment, Presentation and Interview.</b></p>
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**Salary  
Range and  
Benefits**

- The appointment will be under local terms and conditions and subject to security clearance. **The salary range for A2 grade is INR 22.79 – 31.63 Lakh p.a.** The successful candidate will be offered a starting salary within this range commensurate with their qualifications and experience.
- 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 India and further afield.
- Working in an international environment.

**Last date for receiving applications**

**Friday, 27<sup>th</sup> October 2017, 23:59 hours (IST)**