
Vacancy Announcement

Title:	Regional Program Manager, Africa
Type:	Fixed-Term, Internationally recruited
Category:	Professional Staff
Duty Station:	Rome, Italy

ABOUT IDLO

The International Development Law Organization (IDLO) works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, and sustainable development.

To learn more about IDLO, please visit our website www.idlo.int or follow us on Twitter @IDLO.

THE POSITION

Under the direct supervision of the Director, Programs, and in close collaboration with the Global Initiatives Department, the incumbent is responsible for the development and implementation of innovative and complex programs, and acts as a focal point for information flow between the relevant program teams in the field and Headquarters for the Africa region. The incumbent will coordinate and report on program status and progress and communicate these internally to IDLO and/or to respective stakeholders, as needed.

In particular, the incumbent will perform the following duties:

- Undertake and document needs-assessments with respective country partners and beneficiaries, including local community stakeholders and other entities;
- Oversee the research, design, and drafting of program strategies, project proposals, working papers, memoranda of understanding, briefs, and other original materials for IDLO programs in Africa;
- Oversee the design of implementation plans in specific local areas and within regional programs covering the thematic work of IDLO by means of standardized program cycle management tools, logic models and frameworks, work plans, monitoring reports, and others;
- Manage collaboration with organizational services for the necessary support and resources required for effective program development and implementation, particularly with Human Resources, Finance, and Procurement;
- Manage both the human and financial resources linked to project implementation (i.e. project coordinators, consultants, budgets, etc.);
- Ensure that key achievements and results within the respective program portfolio are promptly brought to the attention of IDLO stakeholders, including External Relations, Global Initiatives, Resource Mobilization, and Research & Learning;
- Coordinate within IDLO and other partner organizations as necessary to achieve benchmarks at each stage of program delivery for the respective work concerned (depending on the thematic focus);

- Expedite program implementation through discussions and correspondence with technical, substantive, and project personnel as well as undertake field visits and analysis of periodic program progress reports;
- Ensure the timely monitoring and evaluation of programs, outputs, benchmarks, and milestones; develop and manage program evaluation plans; oversee the preparation and dissemination of timely monitoring reports according to relevant monitoring templates;
- Provide policy guidance and recommendations for improvement of various legal systems and institutions related to the specific program and geographic regions concerned;
- Contribute to the development of research and policy related issues for IDLO programs in Africa, in cooperation with other relevant departments;
- Provide active assistance and support in working with external stakeholders and donors to maintain or enhance existing relationships to the benefit of the Organization, as well as to actively participate in advancing new donor and stakeholder partnerships; provide input to relevant institutional and project websites;
- Effectively lead staff by providing clear direction, addressing staff development, and implementing performance management through ongoing dialogue, feedback, and mentoring; motivate and support staff with a view to fostering a teamwork approach in meeting objectives and goals; address possible conflicts in a positive and constructive manner; encourage initiative and maintain effective working relationships within a multi-cultural setting.

IDEAL CANDIDATE PROFILE

Academic qualifications

- Minimum of a university degree in Law, International Relations, Development Studies or other relevant field. A Master's degree in a related field is highly desirable.

Work experience

- 10-15 years of professional experience of which a least half involved project management with responsibility to manage substantive projects, budgets and human resources.
- 10 years professional experience of working in rule of law/development context.
- Extensive experience working in Africa, including in project management in Africa.

Languages

- Fluency in English is required.
- Working knowledge of French is highly desirable.

Specific knowledge, skills and competencies

- Experience in management of all facets of the project cycle: assessment, design, implementation, evaluation, etc.
- Excellent knowledge of the African regional context including but not limited to socio-political, legal and cultural.
- Excellent written and verbal communication skills.
- The ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit;
- Keen sense of ethics, integrity, credibility, and commitment to IDLO's mandate.

- Solid interpersonal skills and the ability to work constructively with a leadership team in a highly networked environment which incorporates matrix management principles.
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COMPENSATION AND BENEFITS

The annual salary level for this fixed-term professional staff position, internationally recruited, is in the range of €71,000 as per IDLO's salary scale, and according to qualifications and experience, plus other admissible allowances such as housing, education, relocation and home leave.

The compensation is net of tax. IDLO also offers subsidized health insurance coverage including life insurance, medical and dental through Cigna to the staff member and all eligible dependents. Eligible staff members are entitled to IDLO Provident Fund where IDLO contributes 14% of the staff member's base salary.

HOW TO APPLY

All interested applicants are encouraged to apply via our website www.idlo.int/jobs and submit the completed IDLO Personal History Form (PHF), resume and cover letter.

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

DISCLAIMER AND CLOSING DATE

The above statements are intended to describe the general nature and level of the work being performed by the staff member assigned to this work. This is not an exhaustive list of all duties and responsibilities.

The Director-General of IDLO reserves the right to amend and change responsibilities or even to cancel the recruitment to meet business and organizational needs as necessary.

Due to immediate need, applications will be reviewed on an ongoing basis and the recruitment process may be concluded before the deadline. All eligible candidates are advised to send in their applications as soon as possible.

Application deadline is **31 July 2016**.

