
Vacancy Announcement

Title: Program Manager – New Initiatives, Africa
Type: Fixed-Term, Internationally recruited
Category: Consultancy
Duty Station: Nairobi, Kenya

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 ASSIGNMENT

Under the direct supervision of the Director, Programs, and in close collaboration with the Regional Program Manager, Africa, and other Departments as needed, the incumbent is responsible for the development and implementation of a number of new program opportunities in Africa following the conference organized by IDLO, in cooperation with the Government of Tanzania, on “The Rule of Law as a Driver of Africa’s Sustainable Development” in June 2016.

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’s new initiatives 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, especially with Human Resources, Finance, and Procurement;
- Manage both the human and financial resources linked to project implementation (i.e. project officers, consultants, budgeting, 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, Strategy & Innovation, 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;
- Perform a variety of assignments related to various administrative matters including, but not limited to, IDLO's program development and compliance activities;
- 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;

IDEAL CANDIDATE PROFILE

Academic qualifications

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

Required Work experience

- 10-15 years of professional experience of which at 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 or Portuguese 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.

TERMS AND CONDITIONS

The Program Manager, New Initiatives will be required to render services in Nairobi, Kenya, but may need to travel and work from other locations as determined by the Supervisor.



IDLO offers a competitive remuneration and benefits package including Medical and Accident Insurance, Annual and Sick leave. The annual salary level for this fixed-term Consultancy position, internationally recruited, is in the range of €71,000 and commensurate to qualifications and experience.

The duration of the assignment is one (1) year.

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**.

