
Vacancy Announcement (2 positions – maternity cover)

Title: **Program Coordinator**
Category: **Affiliate - Professional**
Duty Station: **Rome, Italy - Headquarters**

ABOUT IDLO

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law.

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

THE POSITION

The Department of Programs is the central management and coordinating function for program delivery and capacity development. It is responsible for the implementation of IDLO's global program portfolio for field and non-field locations in line with organizational strategy. It coordinates the necessary monitoring, coordination, compliance, quality control, and progress reporting of programs.

Under the direct supervision of the Regional Program Manager the Program Coordinator supports implementation of programs and ensures programs are managed efficiently and effectively while maintaining internal controls. The Program Coordinator is responsible for overall program cycle support including, formulation, implementation, financial and quality compliance. The Program Coordinator interacts with internal as well as external functions.

Summary of Functions:

1. Support day to day program implementation and ensure project consistency with project design and delivery and with IDLO processes and procedures;
2. Monitor Program activities to ensure compliance with contracts and procedures and that program cycle quality controls are in place;
3. Contribute to Program Development.

Key results expected:

1. Support day to day program implementation, including: work planning, budget management, monitoring, and reporting, and ensure that all project phases are consistent with the project design and delivery schedule and in accordance with IDLO processes and procedures.
 - Manage the coordination of work and information between IDLO Offices.
 - Support development of implementation plans by means of standardized program cycle management tools, logic models and frameworks, work plans, and others;

- In coordination with the Field Office, monitor daily program implementation issues, including revisions to project design and work plans; make recommendations for timely and optimal course corrections;
 - Draft, collate and provide input for the finalization of internal and external reports, in collaboration with the field office; coordinate the approval and submission program reports; ensuring these highlight the value and impact the program/activity brings;
 - Collaborate and communicate regularly with the Finance Unit to build accurate financial forecasts, including reviewing financial reports and identifying in advance areas of over- or under-spending, and flagging any urgent budgetary issues to the supervisor/budget holder;
 - In conjunction with HR, support in the timely identification and screening of program consultants/contractors and processing of contracts.
2. Monitor Program activities to ensure compliance with contracts and procedures and that program cycle quality controls are in place.
- Ensure internal procedures and guidelines are observed, recommending corrective action and consulting to the appropriate department any potential compliance issues Monitor compliance with program contracts and subcontracts;
 - Under the leadership of the Evaluation Unit, support the evaluation of programs;
 - Ensure program deliverables meet quality standards and proactively seek input from relevant substantive internal experts;
 - Conduct research on legal, political, social, and economic events, trends, and/or developments relating to the program; respond to internal and external requests for such research.
3. Contribute to Program Development.
- Generate ideas and develop concept notes/proposals for projects and program activities that are aligned to Regional/Country program priorities;
 - In coordination with the Program Development Unit and the supervisor, periodically develop proposals or concept notes, aimed at innovatively expanding IDLO's program portfolio;
 - Collaborate with country program staff and local partners ensuring that perspectives and expectations are shared in the design of the project and to gather support in its implementation.
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IDEAL CANDIDATE PROFILE

Education and Experience

- Advanced university degree in international development, law, public administration, business administration, public policy or other relevant social sciences.
- 3-5 years of relevant professional experience ideally within an international organization.
- Professional experience in capacity development and Rule of Law Programming would be an asset.



Languages

- One position requires fluency in English and Spanish. Additional knowledge of French would be an asset.
- The other position requires fluency in English only.

Knowledge, Skills and Abilities

- Familiarity with standard program and data management methodologies, tools, and processes as well as results-based management and monitoring and evaluation principles.
 - Excellent written and verbal communication skills.
 - Good knowledge of Microsoft Word, Excel and PowerPoint. Proficient use of other ICT software and internet software.
 - Works well with others and actively participates. Shares information, contributes, encourages and motivates others to become involved in team activities. Provides constructive feedback and willingly helps others. Contributes to a fair environment that fosters collaboration and cooperation. Works effectively across and within IDLO organizational boundaries.
 - Proven ability to see through tasks set and deliver results.
 - Ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit.
 - Ability and willingness to travel to the region, if necessary.
 - Keen sense of ethics, integrity, and commitment to IDLO's mandate.
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COMPENSATION AND BENEFITS

The selected candidates will be offered an affiliate contract for 6 months. The monthly basic salary level for this affiliate professional position is in the range of 3,500 Euro commensurate with qualifications and experience, plus additional benefits in accordance with IDLO Employee Regulations and Rules.

HOW TO APPLY

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

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.

Applications will be reviewed on a rolling basis and candidates are encouraged to apply as soon as possible.

DISCLAIMER AND CLOSING DATE

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

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

Application deadline is **20 June 2018 (23:59 hrs Rome time)**.



