

Job title	Senior Programmes Manager		
Programme	Zambia Accountability Programme (ZAP)	Directorate	British Council Zambia
Location	Lusaka (with significant travel within Zambia).	Pay Band	Negotiable
Reports to	Programme Director	Duration of job	4 years fixed term
<u>Recruitment information</u>			
Interested applicants should send a cover letter and CV using the provided template (<u>not more than 3 pages</u>) to info@britishcouncil.org.zm not later than 24 April 2015			

Purpose of job

To provide ZAP with strategic and technical management to that will deliver clear and coherent programme results across the programme outputs and which will position ZAP as an exemplar of its kind.

Context and environment

Launched in May 2014, The Zambia Accountability Programme (ZAP) is an innovative five-year 25.5 million GBP DFID-funded programme managed by the British Council. ZAP seeks to achieve the more equitable allocation and management of public goods. ZAP also aims to make the generation of wealth more inclusive so economic growth has a positive impact across society. Increasing evidence shows that these aims cannot be achieved by “demand-side” actions (strengthening the voice of civil society) alone; nor by “supply-side” interventions (strengthening the capacity of government to perform its function effectively) in isolation. Instead positive change requires that actors solve development problems collectively working in their own interests; but often strong incentives prevent collective action taking place. ZAP, through its senior programme managers, finds ways to incentivise collective action that benefits a wide set of actors through incremental changes.

ZAP will focus on tackling governance and accountability challenges in Zambia through the development of interventions that target:

- Improved engagement between political parties and citizens, CSOs, the private sector and the ECZ in the election of representatives.
- Improved CSO, private sector and elected representative engagement in the delivery of public good and services; and
- Improved CSO, private sector and elected representative engagement in the management of economic policy

The Senior Programmes Manager will have responsibility for conceptualising, developing, commissioning and overseeing the technical delivery of interventions across themes, and is expected to take a lead technical role in at least one of the core Programme themes. The post holder will contribute significantly to the development of tools and approaches, including political economy analysis-based approaches to programming, and will drive continuous improvement through conducting robust monitoring and lesson-learning. The senior Programmes Manager will be expected to present results and achievements of the Programme at international forums.

This post is a senior position that combines technical leadership with strong programme delivery. The post holder will work with a small team of Zambian and international professionals to deliver the totality of the Zambia Accountability Programme’s results to the satisfaction of the British Council and DFID.

Accountabilities

The post-holder is primarily accountable for the achievement and delivery of results in one or more of the thematic areas listed above, in support of the overall ZAP results framework. The post-holder is accountable for the utilisation of and accounting for ZAP resources used in the delivery of those results, including securing best value for money.

Responsibilities & Duties

Note that ZAP uses an adaptive approach to programme design and delivery, and the post holder will be required to demonstrate flexibility in their work. The following **main duties** should therefore be taken as **indicative** of the overall task.

1. Provide leadership for the technical conceptualisation and design of ZAP activity against one or more of the themes identified

- Lead the design and commissioning of applied political economy analysis, and manage the process by which applied PEA is conducted
- Lead consultations with relevant actors at national, provincial and local level to develop and document in-depth understanding of stakeholder and beneficiary perspectives, needs and requirements in relation to interventions within the core ZAP themes, identifying strategic entry points for achieving ZAP results.
- Lead the conceptualization and technical design of ZAP programme interventions, including their delivery modalities, partners and results frameworks
- Lead on the provision of subject-based technical guidance and leadership to other team members and delivery partners to ensure that all ZAP thematic interventions are fully aligned to programme objectives and results frameworks.

2. Provide technical leadership for the implementation, monitoring and reporting of a portfolio of interventions against one or more of the themes identified

- Manage and provide technical leadership for issue based projects (IBPs) and other interventions designed and delivered by ZAP against one or more of the themes identified, and act as a facilitator and mentor to incentivise and broker collective action that benefits a wide set of actors (including supporting the identification and effective establishment of coalitions);
- Identify, evaluate, record and where appropriate design mitigation measures for risks affecting the delivery of individual interventions or the wider portfolio
- Identify and commission organisations and individuals and strengthen their capacity to broker the work of coalitions demonstrating to different interest groups how working collectively can deliver benefits.
- Contribute to the overall capacity development of project partners and stakeholders.

- In close consultation with the Finance and Resources Manager, provide effective management of operational budgets across a portfolio of interventions, ensuring high standards of financial planning are built into all intervention areas; support delivery of value for money across all intervention areas
 - Lead on the development and implementation of technical standards in programming and on quality assurance of programme delivery, including coalition working.
 - Conduct regular and rigorous M&E in conjunction with the M&E manager, extracting lessons to inform future programming, including the development of suitable indicators which assess the performance of individual interventions.
 - Lead a process of continuous performance improvement, drawing technical and programmatic lessons to inform future ZAP programming, and wider audiences in Zambia and the international development community
- 3. Develop and manage relationships with a wide constituency of government and non-government stakeholders across all areas of ZAP**
- Establish, maintain and actively manage effective relationships with key stakeholders within relevant National, Provincial and local authority level institutions (government and non-governmental) that will facilitate effective delivery and contribute to raising the programme's profile and impact; on the basis of relationships created, make recommendations for suitable delivery partners.
 - Build technical credibility and leadership for ZAP, in the thematic areas in which it engages, among Zambian and international stakeholders including DFID, other relevant programmes and other key players within the development community
 - Identify and, with agreement from Programme Director, participate in cross-sector coordination and knowledge sharing & transfer forums that can maximise visibility and impact for ZAP; attend and present at national, regional and international conferences as appropriate
- 4. Contribute to overall ZAP strategy-setting and monitoring at a senior level, and to the overall capacity development of the ZAP team**
- Using personal and professional insights, provide regular input to the overall strategic direction and vision of ZAP as a member of the Senior Management Team. When necessary and requested, fill the role of Acting Programme Director in the absence of the Programme Director.
 - Coordinate and manage contributions to the development of programme policy, strategy, design and work planning, drawing on own knowledge of the sector, stakeholders, partners and clients, sector risks, opportunities and trends.
 - Contribute to the overall development of 'best practice' in the design and delivery of adaptive governance programming, helping to foster an appreciation within (and beyond) Zambia of ZAP as being "exemplary" in its field

- Support the Programme Director to identify the strengths and gaps within the team; provide technical and management coaching as required.
- Manage and mentor ZAP Programme Officers with readily available advice, insights and analysis related to delivery of their projects
- Lead occasional 'in-house' seminars, discussions and workshops to ensure that knowledge of the ZAP's work and achievements are shared amongst the whole team, contributing to overall team development
- Undertake professional development activity each year in line with own (programme-related) objectives and in agreement with Programme Director

Key relationships (internal and external)

Programme Director and all other ZAP team members; DFID Senior Responsible Officer; DFID Governance Adviser, other Technical Advisers and Results Adviser; British Council Country Director and other Senior Management Staff; Large range of Zambian governmental and non-governmental stakeholders; Implementing partner managers and technical staff.

Other features or requirements

The job involves regular travel throughout Zambia and will require occasional unsocial working hours.

Please specify any passport/visa and/or nationality requirement.	Applicants need to have the existing right to work in Zambia or to be able to obtain a visa to do so
Please indicate if any security or legal checks are required for this role.	The job requires checks on medical and criminal antecedents.

Submitted by	Stephen Terravecchia	Date	10/04/2015
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Person Specification

	Essential	Desirable	Assessment stage
Behaviours for Interview	<ul style="list-style-type: none"> • Making it happen (most demanding): Achieving stretching results when faced by change, uncertainty or major obstacles. • Connecting with others (most demanding): Actively appreciating the needs and concerns of myself and others. • Being Accountable (more demanding): Putting the needs of the programme ahead of my own • Working together (most demanding): Creating the environment in which others 		Interview

	who have very different aims can work together		
Skills, Knowledge & Experience	<p>Contract management</p> <ul style="list-style-type: none"> • Ability to consistently apply best contracting and due diligence practice in a variety of situations and under time pressure; • Experience of using logical frameworks to manage and monitor complex interrelated activities; • Ability to cope with ambiguity and changing circumstances - identifying opportunities and potential problems and formulating solutions and strategies to mitigate and manage risk <p>Relationship Building and Influencing</p> <ul style="list-style-type: none"> • Proven ability to work effectively with a diverse range of demanding stakeholders and of delivering results through third party partner organisations <p>Other</p> <p>Excellent English language written and verbal communication skills</p>		<p>Short-listing and interview</p> <p>Short-listing and interview</p> <p>Short-listing, interview & presentation</p>
Experience	<ul style="list-style-type: none"> • At least 7 years' of relevant programmatic work experience, including programme design and delivery in governance, accountability, transparency, anti-corruption, economic development or advocacy. Sector experience and expertise in any of the following areas is valued: Economic growth & private sector development and regulation; service delivery; local governance (representation and participation); media; and gender and inclusive development. • Masters in any one of these relevant area of studies (political science, international relations, governance & development) 	<p>Familiarity with DFID policies and procedures</p> <p>Financial management experience</p>	<p>Short-listing, interview & presentation</p>

	<p>studies, public policy, economics)</p> <ul style="list-style-type: none"> • Proven experience in conducting or managing relevant research in the last 2-3 years • Knowledge of Zambia's political, economic and social development issues and trends 	<p>Experience of working with and managing applied political economy analysis.</p>	
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