

Department for International Development (DFID) – Afghanistan

Job Profile: B1 Programme Manager



Functional area: Political Inclusion and Accountability (PIA) Team	Grade: B1	Specialist/Advisory – Programme Management
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Reporting to: Team Leader , Political Inclusion and Accountability (PIA) Team	This advert is also open to SAIC Internally on Promotion or Level Transfer
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Duration of Contract: The successful candidate will be awarded a permanent contract

Description

The UK Government's Department for International Development (DFID) Afghanistan is looking for an enthusiastic and self-motivated individual to fill the post of B1 Programme Manager. The post holder will be based in the Political Inclusion and Accountability Team.

Context

The UK's overarching strategy for engagement in Afghanistan is approved by the UK's National Security Council (NSC). The strategy has three mutually reinforcing pillars covering: (i) security (ii) political settlement and (iii) creating a viable Afghan state. DFID leads on the 'viable state' pillar. We work closely with other government departments at all levels, in Afghanistan and in the UK to deliver this strategy. The Enduring Strategic Partnership signed between the UK and Government of Afghanistan states that we will continue to have a strong relationship based on diplomacy, trade, aid, and development.

The Government of Afghanistan has stated its vision for the country as a more peaceful, stable and prosperous Afghanistan. The UK's role in supporting this is to focus on making progress towards a viable Afghan state and a sustainable economy to reduce fragility and poverty, as well as achieve a lasting end to violent conflict. This is a long-term agenda that requires DFID's on-going presence.

DFID Afghanistan's portfolio covers a range of projects including on economic growth, governance reform, security sector reform, humanitarian assistance, and economic development. The office also manages considerable support to the World Bank managed Afghanistan Reconstruction Trust Fund (ARTF), which uses government systems to provide services and build state capacity.

The Political Inclusion and Accountability (PIA) team sits within DFID Afghanistan's wider Governance and Humanitarian Team. PIA covers a variety of programmes including support to elections, parliament, education, women and girls' empowerment and civil society. The successful candidate will work with a Senior Responsible Owner to manage a portfolio of PIA programmes, as well as providing support across the team to ensure strong programme management practices and corporate compliance.

Key responsibilities

- Working with the Senior Responsible Owner to lead on programme delivery in line with DFID Smart Rules.
- Liaison with and oversight of partner organisations implementing your programmes, including reviewing progress reports, arranging regular progress monitoring meetings and representing DFID in working and senior level discussions.
- Ensuring that corporate reporting requirements are met for your portfolio, and leading information management for your programmes;

	<ul style="list-style-type: none"> • Ensuring robust financial monitoring arrangements for all projects, including regular review of finance reports and spot checks on charges; receipt and careful review of Annual Audited Statements; • Updating expenditure forecasts on a regular basis, providing explanations for any variances and identifying any significant financial issues and risks and taking appropriate action; • Ensuring all payments are processed in accordance with ADAMANT principles (properly authorised, supported by documentation, price checked for accuracy, not paid in advance of need, related to goods or services received, not previously paid and payment made within 5 days of receipt); Ensuring programmes have effective risk management strategies in place; • Establishing robust and timely financial monitoring arrangements to review finance reports; conduct spot checks on charges and asset inventories and follow up on the outcome of audited statements (where appropriate); • Establishing and maintaining a zero tolerance approach to fraud and corruption by all grantees; • Providing effective and timely briefing and communications on your programmes; • Provide ad hoc support to PIA as needs arise, in order to strengthen corporate compliance, effective team working and drive best practice in programme management across the office.
<p>Expected profile</p>	<p>Personal Qualities & Skills:</p> <ul style="list-style-type: none"> • Relevant experience in programme management, financial management and commercial knowledge; • Strong organisational skills and awareness, and the confidence and proven ability to exercise initiative and common sense in applying the DFID Smart Rules and principles; • Good communication and team-working skills, for engaging with Afghan and international partners, and managing supplier/contractor relationships; • Familiarity with Microsoft Office software, in particular Outlook, Word and Excel; • An awareness of DFID’s working principles, including understanding and adherence to equal opportunities and being able to work productively with others and with respect, regardless of gender, race, culture, religion, or personal orientation; • Ability to prioritise (and re-prioritise), remain flexible and deliver high-quality work swiftly. <p>The job offers a challenging and exciting opportunity to develop programme experience in a large team at the heart of DFID’s conflict/fragile country portfolio.</p>
<p>Assessment Centre</p>	<p>Candidates will be shortlisted and invited for an assessment, likely to consist of an interview and written exercise, and be held in Mid/Late March 2018</p>
<p>Competencies</p>	<p>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 B1 grade. Applicants are encouraged to use the STAR (Situation, Task, Action, Result) format to prepare specific examples for the competency section.</p>

Required Competences

You will need to show that you have the skills for the job and the competencies listed below - both Generic and Technical. Your application should provide evidence of how you have demonstrated the civil service core competences and the programme management competences.

UK Civil Service Core competencies to be demonstrated at Level 3 (Click [here](#) for details)

Generic Competences	In this job, this means...
1. Delivering at Pace	Managing, and support team to manage, a high volume of work, competing priorities and short deadlines – yet ensuring delivery is of high quality and against objectives.
2. Delivering Value for Money	Confidently manage portfolio and partner financial performance, continuously seeking ways to achieve further efficiencies within the context.
3. Collaborating and Partnering	Build and maintain strong and trusting relationships with range of stakeholders to delivery programme and policy objectives. Encourage collaborative working within team and wider office.
4. Leading and Communicating	Communicate in a straightforward, open and engaging manner, but be prepared to stand ground where required. Be a role model for the programme team, show energy and enthusiasm in work and encourage others to do the same.
5. Changing and Improving	Continuously seek out ways to improve delivery in a challenge context where risks are high and access is constrained.

DFID Programme Management competences:

1. Project Management	Having a thorough knowledge of a DFID's programme delivery cycle and project management tools, and applies it to projects and team programmes. Ensures sound programme management, typically across a DFID team's programme, advising team members across a number of projects on compliance and best practice.
2. Programme Leadership	Provides leadership, direction, drive and support to projects and/or programme teams. Empowers others to enable delivery, fosters a culture of openness and honesty about challenges, quick to recognize good performance; ensures teams' capability gaps are addressed as required.
3. Commercial Acumen	Has extensive knowledge and experience of applying DFID's commercial policies; can lead project teams' commercial thinking and strategy with Commercial Delivery Manager. Is an "intelligent commercial customer" during contract management.
4. Engages Others	Confidently and candidly manages internal expectations around project/programme delivery, at same time holds delivery partners to account for progress. Influences internal investment decisions, including through high quality project/programme briefing
5. Monitor, Learn & Adapt	Supports development and management of monitoring plans, ensuring partner reporting milestones, cycle of reviews, steering committee meetings Annual Reviews, etc. are all met by project teams as required.

Salary & Benefits	<p>According to DFID local staff pay scales, a competitive salary and benefits package will be offered. Salary range for B1 is between \$3,026 and \$ 4,704 per month (before tax) and will depend on experience, quality of the candidate and previous salary.</p> <p>Transport (\$100) and medical allowances (\$125) are paid on a monthly basis. DFID is committed to staff development. The successful candidate will receive both on the job and formal training.</p>
How to Apply	<ul style="list-style-type: none"> • Completed DFID Job Application Form, CV, Cover letter should be sent to AsiaHRHubRecruit@DFID.gov.uk. Completed application form must set out how you meet the requirements for the post <u>including evidence of work under the 10 competencies highlighted</u> for the post you are applying for. • <u>Please note applications without the DFID Job application form, cover letter, CV will not be considered.</u> • While applying for the position the Subject header should read as – B1 Programme Manager (Reference ID: PMB1PK-GB0218AF). <i>All applications need to have Reference ID in subject line of their email.</i> • Late applications <u>will not</u> be accepted. • The closing date for receipt of applications is 18th March 2018 , 20.00 hrs , Kabul Time <p>You can access the General Application Form and the DFID General Competency Framework for the B1 grade on the DFID and BEK website links below. The advert can be found at:</p> <ul style="list-style-type: none"> • DFID External Jobsite: https://www.gov.uk/government/organisations/department-for-international-development/about/recruitment#current-vacancies • BEK Website: https://www.gov.uk/government/world/organisations/british-embassy-kabul/about/recruitment#current-vacancies <p>This advert can also be accessed at :</p> <ul style="list-style-type: none"> • BEK FACEBOOK: https://www.facebook.com/ukinafghanistan • BEK TWITTER : https://twitter.com/UKinAfghanistan • JOBS.AF: http://www.jobs.af • ACBAR: http://www.acbar.org <p>The successful candidates will be required to complete medical, security, reference, and educational qualification checks.</p> <p>The successful applicant will need to hold Afghan citizenship.</p> <p><i>Applications are welcomed from all parts of the community and we actively encourage interest from women, ethnic minority groups, and those with a disability. Selection is on merit although you will need to hold Afghanistan citizenship.</i></p>