JOB DESCRIPTION

JOB TITLE: **SENIOR PROGRAMME MANAGER - GOVERNANCE**

I. JOB SUMMARY:

I.   Function of the position:

The Governance Senior Programme Manager (GSPM) has responsibility for providing strategic understanding of the governance environment of Ethiopia to the governance team and wider Mission. Through such an understanding, the GSPM will develop and adjust the programming strategy and partnership portfolio in line with policy aims to contribute to strengthened, inclusive and accountable governance in Ethiopia. The GSPM is accountable for the quality of programming and assocaited fiduciary control within their portfolio. The GSPM is responsible for networking and partnership with Government, civil society, the donor community, research institutes etc.

The GSPM is a member of the Mission's Political Working Group and supports its understanding of contemporary events, trends and contributes to the Mission's wider engagement in governance.

Main areas of responsibility:

Responsibilities of Senior Governance Programme Manager

1. Through developing a deep understanding of Ireland's Good Governance, Human Rights, Gender equality and Strengthened Governance commitments, Ireland's Foreign and Cooperation Policies and the Embassy of Ireland to Ethiopia's Mission Strategy Plan – provide strategic analysis and recommendations as to how Ireland's cooperation and Mission can increase the impact of initiatives for strengthened governance.

2. Manage the governance partnership portfolio in strict accordance with the Government of Ireland's financial procedures and regulations.

3. Participate in the Mission's Political Working Group.

4. Provide technical expertise and guidance across the Mission's programming and strategies to ensure that all sectors' programme design factor actions contributing to strengthened governance in Ethiopian national policies, strategies, practices, and systems.

5. Develop and maintain relationships across the Government of Ethiopia, Civil Society organisations, Human Rights structures (governmental and non-governmental), development partners, research institutes, NGOs, etc. in order to support good and strengthened governance through networks and their actions.

6. In coordination with Senior Management, represent the Embassy in meetings of relevant sector working groups, steering and technical committees and others as appropriate and advise the Mission team on relevant issues emerging.

7. Prepare and oversee contracts and agreements regarding the relevant financial allocations granted under the governance portfolio.

8. Ensure that all administrative and accountability requirements related to the governance portfolio are handled in accordance with the established policies and procedures of the Department of Foreign Affairs and Trade of Ireland.

9. In line with procedures and policies, manage and oversee Irish Aid partners and their contracts in the governance portfolio. This will include regular monitoring missions to visit programmes in the field and developing assocaited follow up reports and action plans.

10. Work with partners in identifying programming, fiduciary or other risks and, in line with Mission policies, coordinate with the financial and audit team to take swift action to address and mitigate any identified risks.

11. Oversee knowledge management from governance projects to support its multiplying impact across the Mission's wider programming, particularly around good governance, social accountability, human rights, civil society and support economic governance work in the Mission.

12. As required, prepare, facilitate, coordinate and participate in evaluations, conferences, seminars as well as Irish Aid communities of practice or other activities related to support for governance.

13. Keep up to date with relevant international best practices, approaches and frameworks on strengthened governance principles and responses.

14. Undertake other tasks and activities as requested.

II.   Reporting to:

The Governance Senior Programme Manager reports to the Deputy Head of Development with responsibility for governance.   The role requires close collaboration with other Senior Programme Managers and the Political Working Group in particular.

III.   Direct reports:

The Governance Senior Programme Manager has direct line management responsibility for the Governance Programme Officer.

IV.   QUALIFICATIONS, SKILLS AND EXPERIENCE

Candidates must be extremely familiar with Ethiopia's governance environment. Applicants will need to demonstrate that they have a well-established and positive track record working on activities related to good and strengthening governance, human rights and civil society. They will be familiar with the development community structure and possess an extensive network of contacts relevant to the post's demands.

REQUIRMENTS:

1. Academic qualification (preferably at master's level) in a field such as Public Administration, International Studies, Political Science, Law, Human Rights, Economic Governance.
2. Five years of progressively responsible management experience in areas relevant to the requirements of this position
3. Knowledge and understanding of theories, concepts and approaches relevant to governance strengthening, social accountability, democratization, gender equality etc. in the Ethiopian context.
4. Familiarity with key national policies, institutions and programmes relevant to governance.
5. Sound knowledge and experience of recent developments and approaches in international practice in good governance and governance strengthening as well as cross cutting sectors including gender, reducing humanitarian need, climate change, social protection, economic, social and political rights and practical actions to deliver them.
6. Possess significant knowledge and experience relating to the operating environment for civil society in Ethiopia.
7. Be able to demonstrate knowledge and experience in actions promoting good and strengthened governance, accountability and development including conflict mitigation/resolution, civil society roles, economic governance, Human Rights, Democratic Institutions and processes etc.
8. Demonstrable experience of building positive and effective relationships with a wide range of stakeholders including across Government, civil society organizations, donor partners, UN agencies, etc.

9. Familiarity with the key principles and practices of effective delivery of good governance through civil society.
10. Possess strong team working, communication and other personal effectiveness skills including task and time management, delegated instruction, work-flow prioritization and file control.
11. Have familiarity with the key principles and practices for the effective delivery of Governance Programmes.
12. Good understanding of the policies and approaches of The Irish Department of Foreign Affairs and Irish Aid.
13. Ability to identify issues, analyse and participate in the resolution of challenges including within team work, institutional capacity and internal ways of working
14. High degree of integrity
15. **Excellent** written and spoken English and Amharic.
16. Good communication and negotiation skills, with an aptitude for external representation and networking.
17. Excellent computer skills including on Outlook, Word, Excel and Power point.
18. Legal entitlement to live and work in Ethiopia prior to recruitment.

V. TERMS AND CONDITIONS

This position is on a fixed term contract, subject to a probation period of 12 months, and will be offered to the successful candidate.

Remuneration will be provided on point one of Grade One Plus of the Irish Aid Ethiopia salary grade scale, with starting monthly gross salary of €2,912.