

TERMS OF REFERENCE

Head of Programme Management

BACKGROUND

The Global Initiative Against Transnational Organized Crime (GI-TOC) is an independent civil society organization, headquartered in Geneva, Switzerland, with offices in Austria, South Africa, Colombia and Malta, and a globally dispersed Secretariat working in around 40 countries. GI-TOC comprises a network of more than 500 independent global and regional experts working on human rights, democracy, governance, and development issues where organized crime has become increasingly pertinent. GI-TOC provides a platform to promote greater debate and innovative approaches as the building blocks to an inclusive global strategy against organized crime. GI-TOC commissions and shares research globally; curates a robust resource library of 2,000 reports and tools specific to organized crime; and uses its convening power to unite both the private and public sectors against organized crime.

JOB SUMMARY

The Head of Programme Management is a newly created role within the organization, who will be responsible for the administrative management and oversight of the organisation's projects/programmes to ensure successful planning, budget management, administration and reporting of the projects, in line with donor requirements.

Main responsibilities and specific tasks

- Work closely with senior leadership to ensure projects/programmes run smoothly;
- Review grants, tenders and contracts in concept and for submission to ensure that they are designed effectively, efficiently and in line with donor requirements and best practices;
- Manage project budgets and financial forecasts, ensuring responsible allocation of resources;
- Design and implement standardised policies and processes for grant management in line with best practices;
- Ensure compliance with relevant regulations, policies, and quality standards;
- Interact with finance and personnel department to ensure the smooth management of contracts and expenditure;
- Establish and maintain strong relationships with external partners, particularly donor counterparts for grant management;
- Build and develop the capacity of the programme management team, as well as the broader programme administrative and management capacity across the organization;
- Part of central administrative system within the organization;
- Oversight of Grant Officers/Managers.

Requisite skills and experience

The successful candidate will be able to demonstrate the following experience and skills:

- Minimum of 8-10 years of relevant experience in program or project management
- Experience in managing EU grants and ensuring compliance is a must; experience with managing other international donor portfolios is highly recommended;
- Fluent in English and any other language is a plus;
- Experience in budgeting and financial management, including relevant specialised qualifications;
- Bachelor's degree in business management or similar;
- Strong leadership skills and the ability to motivate and guide a team;
- Ability to work effectively with colleagues that are remote, in different locations and time zones, with a strong client orientation and relationship building;
- Strategic thinking and problem-solving abilities;
- Ability to work in a fast-paced, dynamic environment and manage multiple priorities.

GI-TOC operates a flexible working environment and encourages staff to achieve a suitable work life balance and supports professional development and learning.

Please send your cv together with a cover letter and contact information of three professional references to the following e-mail: jobs@globalinitiative.net by 3 October 2023. Please put “Head of Programme Management” in the subject line.

Starting date: As soon as possible

Only short-listed candidates will be contacted.