



Inter-Parliamentary Union

For democracy. For everyone.

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## JOB PROFILE

### Programme Manager International Development Geneva (Switzerland) Grade P4

**Organizational Setting and Reporting Relationships:** Reporting to the Director of the Division of Programmes, the Programme Manager, international development will be responsible for managing and coordinating the work carried out under IPU's strategic objective to build parliamentary support for international development goals. He/she will be organizing and delivering support to parliaments in building their overall capacity towards the United Nations' 2030 Agenda and attendant Sustainable Development Goals (SDGs).

The central objective of this position is to lead the work of the International development programme of the IPU. Special attention will be given to strengthening parliamentary work on specific goals where the organization has a comparative advantage, proven experience or a strategic interest. This includes health, climate change, disaster risk reduction, and means of implementation of the Sustainable Development Goals (SDGs) such as development cooperation. The incumbent shall ensure coordination and coherence between the various strands of the organisation's development work and create opportunities for synergies with other programmes.

**Accountabilities:** Within delegated authority, the Programme Manager, International Development, will be responsible for the following:

- ✓ Manage and supervise the activities undertaken in support to international development goals, and particularly the SDGs;
- ✓ Coordinate and develop work plans from conception to delivery. Prepare and coordinate reporting;
- ✓ Monitor progress against work plans: Ensure that project outputs and resource utilisation are consistent with these work plans. In this capacity, prepare terms of reference for consultants, identify experts/consultants (including guidance to them) for field missions; receive process and follow-up on reports from such missions, control project expenditures within approved funding, and keep administrative records in respect of project activities. Ensure relevant input from experts and Members of Parliament to knowledge products being produced through the international development programme;
- ✓ Help develop policy with respect to the economic, social and environmental pillars of sustainable development, ensuring coherence across all areas and in line with the policy direction provided by member parliaments;
- ✓ Develop knowledge-sharing and learning opportunities for IPU staff with the aim of strengthening knowledge of sustainable development issues within the organization;
- ✓ Prepare project reports and proposals for submission to donors and other partners;

- ✓ Carry out backstopping missions to project parliaments for purposes of assessments, monitoring, evaluation and reporting;
- ✓ Include gender equality and human rights components in the work of development programme;
- ✓ Liaise with parliaments, donors and implementing partners to identify required human, material and financial resources and to ensure the timely delivery of project outputs;
- ✓ Engage with the donor community to promote the assigned work areas;
- ✓ Interact at different levels with United Nations agencies and other international organizations, particularly UNDP, UNAIDS, WHO, UNFCCC, UNISDR and OECD, in order to forge partnerships, identify opportunities for cooperation and implement activities;
- ✓ Represent IPU in meetings, conferences and processes organized by external partners and organizations;
- ✓ Coordinate and cooperate with other programmes of the Division, in particular with a view to exploring synergies with IPU's work around SDG 5 (gender equality) and SDG 16 (peace, justice and strong institutions);
- ✓ Manage, guide, develop and train staff under his/her supervision;
- ✓ Support Assembly related work on development, including by organizing panel discussions and ensuring relevant policy outcomes (resolutions, declarations etc. ) inform and help guide the operational work of the organisation;
- ✓ Perform any other tasks as may be assigned to him/her by the Director of the Division of Programmes and the Secretary General.

**Work implies frequent interaction with the following:**

- ✓ Representatives of intergovernmental and non-governmental organisations, including donor agencies;
- ✓ Members of Parliament and Parliamentary staff;
- ✓ Civil society organizations, think tanks and research institutes;
- ✓ Senior managers and staff of the Secretariat.

**Results expected:** High-quality outputs; speedy delivery of services. Effective development of staff under his/her supervision, including their on-going learning.

**Competencies:**

- ✓ Professionalism: Expert knowledge in programme development, coordination, implementation and evaluation; proven ability to conceptualize and produce reports, papers and knowledge products; expert knowledge in the role, structure and working methods of parliaments. Ability to work under pressure and tight deadlines in an autonomous fashion;
- ✓ Planning and organising: Proven ability to plan and organise work, ensuring that it is consistent with the overall strategic direction of the Programmes Division and the IPU in general;
- ✓ Communication: Excellent drafting ability and communication skills, both oral and written; ability to prepare written reports that are clear, concise and well-researched;
- ✓ Technological awareness: Proficiency in and familiarity with computer and Internet applications; proficiency in the use of MS Office programmes, especially spreadsheets;
- ✓ Teamwork: Good interpersonal skills; demonstrated ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds. Ability to lead and gain assistance of others in a team endeavour;
- ✓ Gender mainstreaming: Ability to incorporate gender perspectives into substantive work;
- ✓ Client orientation: Ability to identify clients' needs and propose appropriate solutions as well as establish and maintain effective relations with outside collaborators and other contacts, including representatives of organisations and Member Parliaments as well as the public;

- ✓ Commitment to continuous learning: Willingness to keep abreast of new developments in the relevant field and to develop own skills.

### **Managerial competencies**

- ✓ Judgment/Decision-making: Good political judgment and initiative, imagination and resourcefulness, energy and tact; ability to ensure an effective work structure to maximise productivity;
- ✓ Managing performance: Ability to establish priorities and to plan, coordinate and monitor work of others, as well as encourage good performance. Ability to adopt a hands-on approach including the performance of routine administrative and organisational tasks involved in project management;
- ✓ Building trust: A track record of dealing honestly and openly with issues and staff; recognised and highly respected by peers, clients and staff.

### **Qualifications:**

- ✓ Education: Advanced university degree in political science, development studies, environmental economics and law, political economy, or related fields. A combination of academic qualifications and extensive relevant experience may be accepted in lieu of an advance degree;
- ✓ Experience: At least 5 years of progressively responsible experience in sustainable development issues, of which at least three acquired in managing development-related and parliamentary assistance projects;
- ✓ Language: Excellent reading, writing and speaking skills in English or French, and a working knowledge of the other language. Knowledge of Spanish, Arabic and/or other languages will be an advantage;
- ✓ Other skills: Good knowledge of the United Nations, the Bretton Woods institutions and other relevant multilateral institutions and processes in the development field; direct work experience an advantage;
- ✓ Excellent knowledge of the functioning of national parliaments and related processes such as the national sustainable development plan, the national budget, the national development cooperation policy, work experience interacting with parliament or within parliament a prerequisite;
- ✓ Work experience in a national role related to the implementation of sustainable development policies and work in a parliamentary office (portfolio committee, research service, budget office etc.), national ministry, national sustainable development council, local authority, or other such settings is an asset;
- ✓ Demonstrated project management skills;
- ✓ Excellent organisational, leadership, and analytical skills.

### **Duties applicable to all staff:**

Actively work towards the achievement of the IPU's strategic objectives. Perform any other work related duties and responsibilities that may be assigned by the line manager and the Secretary General.

### **Compensation:**

The Inter-Parliamentary Union offers an attractive salary and benefits package comparable to that of other international organizations headquartered in Geneva, commensurate with education and experience.

Indicative Annual Salary at the P-4 level (at full time and net of tax)  
USD 69'934 at single rate

### Post Adjustment

Plus 80% (December 2016 rate) of the above figure(s). This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

For further information, please consult the International Civil Service Commission website: <http://icsc.un.org/>

**Employment Policy:**

This position will be filled through an international recruitment process that will be open to internal and external applicants. From among equally qualified candidates, preference will be given to the underrepresented sex and persons from countries not represented in the Secretariat.

This position will be based in Geneva and will require frequent travelling. It will be for an initial period of one year, renewable depending on satisfactory performance and availability of funding.

**Deadline for applications:**

Applications should be addressed to the:  
Director, Support Services  
Inter-Parliamentary Union  
5, chemin du Pommier  
Case postale 330  
CH-1218 Le Grand-Saconnex, Switzerland  
Tel: 41 22 919 4150  
Fax: 41 22 919 4160  
E-mail: [job@ipu.org](mailto:job@ipu.org)

Applications should be received on or before **15 January 2017**. In order to ensure prompt and efficient processing of your application, you are required to provide, along with your resume and IPU Job application form (available at <http://www.ipu.org/finance-e/vacancy.htm> ), a detailed covering letter explaining how you meet each of the requirements of the position with concrete examples.

Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.