

# Job Description



<b>Job Title:</b>	Programme Quality and Innovation Specialist		
<b>Cluster:</b>	Innovation For Change		
<b>Salary:</b>	USD 47 000 - USD 50 000 per annum	<b>Contract Type:</b>	12-month fixed term
<b>Location:</b>	Remote, with preference for CIVICUS Hubs (essential to already have the right to work from a hub or remotely)		
<b>Reports to:</b>	Innovation for Change Lead		
<b>Direct Reports:</b>	Up to three (project dependent)		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>This position will be a key member of the Innovation Stream and lead the technical oversight of programme development, quality and innovation at CIVICUS. The Programme Quality and Innovation Specialist is widely experienced in a variety of roles that contribute to programme innovation, learning and knowledge management, and identifying and sharing best practice in programme design and delivery. The Programme Quality and Innovation Specialist will contribute to impactful, agile, innovative programming - within and outside the alliance - to achieve CIVICUS strategic goals.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
Programme Innovation	<ul style="list-style-type: none"> <li>- Provide technical expertise in identifying and developing tools and methodologies linked to innovation engagement and encourage programme innovation and continuous improvement to enhance programme delivery</li> <li>- Seed and operationalise innovation endeavours through design, roll out and execution</li> <li>- Contribute to scaling up of CIVICUS pilot programmes</li> <li>- Contribute to the design of innovation activities and initiatives by developing prototypes, analyzing and reporting their impact</li> <li>- Build spaces to enhance innovation and learning by bring different stakeholders including entrepreneurs, technologists and others working for social good that share CIVICUS values</li> <li>- Advise in designing and testing new civil society formations and models of organising and collaborating in line with CIVICUS strategic goals</li> </ul>		
Programme Quality	<ul style="list-style-type: none"> <li>- Lead the development of a programme innovation and quality framework and tools that guides programme design, implementation, learning and accountability at CIVICUS</li> <li>- Lead the implementation of the above mentioned programme quality framework, ensuring CIVICUS programmes are designed and implemented in line with the framework</li> <li>- Develop onboarding process and provide tools and learning opportunities for project teams to deliver high quality programs (in line with the programme quality framework)</li> <li>- Ensure supporting processes such as proposal development, sub-granting, and reporting, are aligned to the programme quality framework and comply with donor requirements</li> </ul>		

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	<ul style="list-style-type: none"> <li>- Develop and share programme insights and promote the diffusion of project innovation across the organisation and wider alliance</li> <li>- Oversee CIVICUS portfolio of projects, monitoring adoption of the programme quality framework and how it contributes to CIVICUS strategy and impact</li> </ul>
Programme Management Forum and Learning	<ul style="list-style-type: none"> <li>- Develop the quality control systems and mechanisms needed to guarantee proper management of programme information and data</li> <li>- Coordinate the PMF activities, monthly meetings, and work with the Chair to set the agenda, arranging online conferencing, documenting meetings, following-up on action points, and sharing the notes and agenda on commonly used platforms</li> <li>- Advise and work with the PMF Chair and members to design sessions that foster creative thinking, problem solving and decision-making</li> <li>- Capture and chanelle learnings into appropriate decision making processes in accordance with the PMF charter</li> <li>- Develop and strengthen linkages with Innovation for change community of practices and CIVICUS</li> <li>- Initiate and produce programme and innovation learning materials in close collaboration with the programme teams</li> </ul>
Other	<ul style="list-style-type: none"> <li>- The role holder will from time to time be required to carry out other duties that are within the scope of the job</li> <li>- All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS</li> </ul>
<b>Person Specification</b>	
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Postgraduate degree in a Development Studies, Social Sciences, International Relations or other related field, or equivalent work experience</li> <li>• Working proficiency in English and Arabic, French or Spanish</li> </ul>
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• At least seven years' experience managing/coordinating large international projects with multiple delivery partners and donors</li> <li>• Knowledge of resiliency-related issues (e.g. civic space restrictions, accountability, resource mobilisation, network strengthening, data and technology, etc.)</li> <li>• Track record of donor management and successful fundraising</li> <li>• Strong analytical and writing skills and track record in producing relevant presentations, reports and other communications and knowledge materials</li> <li>• Team management, including with staff working remotely</li> <li>• Experience with developmental evaluation and iterative learning processes</li> <li>• Stakeholder management, especially in relation to rolling out cross-organisation processes and programmes</li> <li>• Strong written and oral communication skills</li> <li>• Budgeting and expenditure tracking</li> <li>• Strategy design and review</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge in new methods of knowledge management and production</li> <li>• Experience with digital tools for capacity building and programme development</li> </ul>