



**Evidence.
Ideas.
Change.**

Application pack

GAGE Project Administrator

Ref.: GESI 01/2019

Location: London

Closing date: Wednesday, 27 February 2019

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



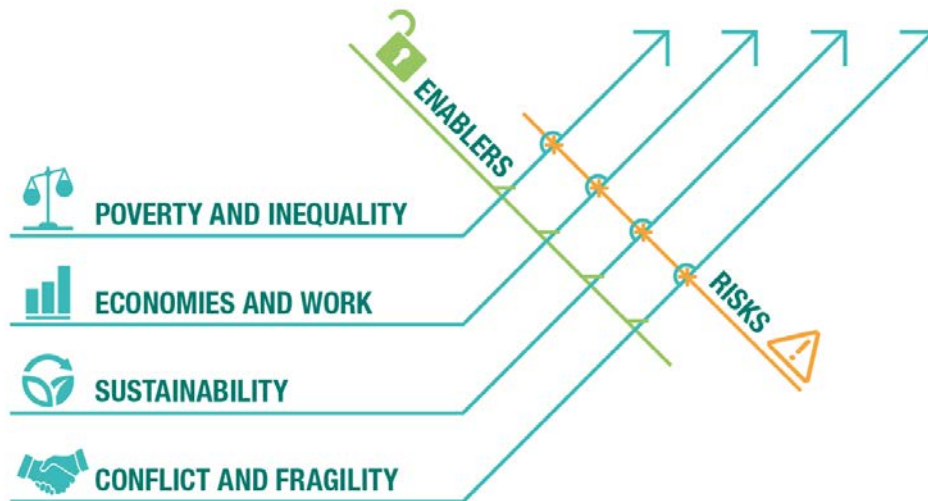
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



Our values



Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

Job description

Job Description

Job Title:	Project Administrator, GAGE
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Department/Group:	Gender Equality and Social Inclusion Programme
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Responsible to:	Operations and Partnership Manager
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Responsible for:	N/A
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Purpose of Job

We are looking for an experienced Project Administrator to join the Gender Equality and Social Inclusion team and support the Operations and Partnership Manager (OPM) in the Administrative tasks associated with the Gender and Adolescence: Global Evidence (GAGE) Programme.

GAGE is a £26.4 million 9-year programme designed to provide decision makers with an evidence base to make informed policy and programming decisions that can improve development outcomes for adolescent girls in developing countries. This includes areas of reducing child, early and force marriage, violence against women and girls; improved health, education and improved economic empowerment.

The Project Administrator will provide administrative, financial, communications and general programme management support to the OPM and research staff through the annual GAGE cycle. The post-holder will also support in coordinating the work products of different team members and facilitate the flow of information internally between the researchers and central support departments and externally with a variety of stakeholders within and beyond the GAGE consortium.

Main Duties and Responsibilities

Project, financial and contractual monitoring:

- Assist OPM in monitoring the GAGE budget
- Track project expenditure (actual and committed) against budgets
- Support in preparing invoices to donors
- Carry out administration for all donor contracts and all contracts and statements of work for GAGE consortium partners and other subcontractors
- Liaise with GAGE project partners and subcontractors on financial and contractual matters, in coordination with the GAGE financial administrator
- Check subcontractor invoices against contracts and statements of work, and securing appropriate approvals for processing
- Support the OPM in managing end-of-year project carry-forward
- Reconcile and consolidate data for year-end financial procedures and quarterly IATI process
- Take a long-term view in improving and strengthening financial monitoring and reporting systems

- Provide regular financial updates to OPM
- Prepare financial and technical documentation
- Support the OPM in liaising with donor financial officers on accounting and project procedures including reporting

General Administration

- Organise meetings and events, including overseas events: finding and booking venues, arranging facilities and liaising with participants.
- Provide project management support to the GAGE OPM and GAGE Director
- Undertake document and file management (for example, SharePoint and Box)
- Make international travel and hotel bookings
- Act as a central point of contact between ODI's central departments, the GESI programme and the GAGE Programme.
- Minute taking and writing.

Communication and knowledge management

- Support in updating the GAGE web pages and other project-related websites
- Support on the formatting of project deliverables, including donor reports, publications and presentations
- Develop PowerPoint presentations and other materials for meetings and workshops.
- Provide capacity building sessions on GAGE related software and policies, e.g. Box, MAXqda, Mendeley GAGE policies

Team Coordination

- Participate and support in the organisation of GAGE meetings and retreats
- Keep updated records of team travel and work arrangements and ensure good intra-group communication
- Liaise on behalf of the team with other parts of the institute, especially central services (for example, IT and communications)
- Coordinate research and other consultants and interns as appropriate

Research support

- Support, when needed, in undertaking research tasks and participate in events as a member of a team, subject to other duties and with the agreement of the OPM and the GAGE Director.

Person Specification

Essential

Knowledge and Qualifications

- Education to degree level
- High level of numeracy
- Interest in international development and gender issues

Experience

- Experience of budget monitoring
- Administration experience
- Experience of meeting and event organization and delivery
- Web/communication experience

Skills/Abilities

- Strong organisational skills and self-motivation
- Advanced IT skills to include excel, PowerPoint, Word, databases
- Ability to learn to use new software quickly, especially Mendeley, MAXqda
- Data management skills
- Good writing and proof-reading skills
- Multitasking capabilities
- Ability to work to work under pressure and to strict deadlines
- Excellent attention to detail

Desirable

- DTP experience (preferably InDesign)
- Experience in use of Dreamweaver, HTML
- A flair for layout and design
- Willingness to travel

Key Relationships and Contacts

- Operations and Partnership Manager, GAGE
- GAGE Director
- Strategic Learning Manager, GAGE
- Head of Programme, Gender Equality and Social Inclusion
- Central services (especially IT, Finance, Communications)
- Other staff at ODI

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

Application process

ODI job site: <https://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Wednesday, 27 February 2019**

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £22,528 - £28,491 per annum, Grade 2 of ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: All contracts of employment are subject to a three-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Superannuation Arrangements of the University of London (SAUL). www.saul.org.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Learning and development: ODI offers a comprehensive Learning and Development programme, with training available to all staff at all levels in a range of skills areas.

Career progression: ODI provides biannual career progression opportunities to all staff, whether through our researcher career progression (promotion) route or through our non-researcher career development route.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.

Please note ODI can only sponsor (senior) positions requiring a PhD, or where there is a shortage of applications. We are obliged to give priority to those who do not need sponsorship when offering a job.



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