



**Evidence.  
Ideas.  
Change.**

# Application pack

## Programme Officer

Ref.: PFI /01/19

Location: London

Closing date: Monday, 18 February 2019

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:  
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Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on [odi.org](http://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.



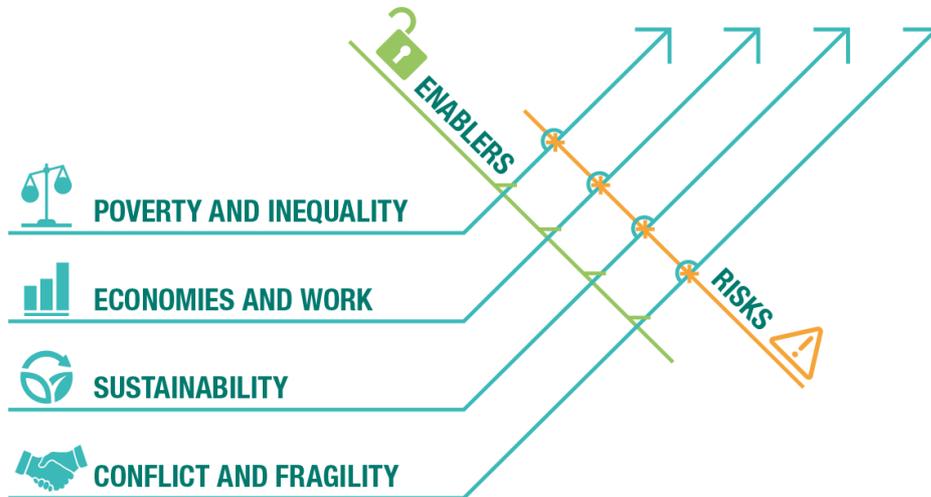
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden 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

<b>Job Title:</b>	<b>Programme Officer</b>
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<b>Department/Group:</b>	<b>Public Finance and Institutions (PFI)</b>
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<b>Responsible to:</b>	<b>Programme Manager</b>
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<b>Responsible for:</b>	<b>N/A</b>
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### **Purpose of Job**

To provide administrative and financial management support to PFI programme staff and consultants throughout the project cycle from the proposal stage through completion on a variety of projects. In particular, the role will support the Budget Strengthening Initiative, which works with Ministries of Finance in fragile, conflict-affected and transitional states in building more effective, transparent and accountable budget systems.

This will encompass the development of new funding proposals, implementation support and appropriate monitoring and reporting of progress, across a number of BSI programmes and other projects in the PFI programme. The post will require the management of and interaction with a range of stakeholders both in London and across the PFI networks.

### **Main Duties and Responsibilities**

#### **Project Related**

##### *Pre-bidding and proposal development:*

- Support project/programme leaders in the preparation of bids and proposals (financial, narrative and other documentation), including liaising with central ODI departments and partners as needed
- Preparing financial and technical documentation needed to accompany bids
- Assisting in and/or contributing to proposal development through coordinating contributions as well as proofing, editing and managing inputs

##### *Project, Financial and contractual monitoring (in support of project leaders):*

- Carry out administration for all of the programme's donor contracts
- Liaise with the ODI finance team to ensure the correct and effective set up; the financial management and the close down of projects
- Liaise with project partners and subcontractors on financial and contractual matters
- Monitor project deliverables, particularly where related to invoicing schedules
- Create, monitor and reconcile project budgets
- Review project data and information to assist the ODI finance team in the reconciliation and consolidation of monthly, quarterly and year end financial processes.
- Assist with the accurate and timely invoicing of sub-contractors, suppliers and funders (handling and coding invoices; triggering invoicing; updating systems information etc.)
- Act as central point of contact between finance, support office and projects

### *Programme Coordination and Administration*

- Act as a central point of contact and coordination for programme members and activities both internally and externally
- Act as a central point of contact between ODI's central departments and the programme.
- Work with the ODI finance team to ensure the PFI programme's financial information held centrally is up to date and accurate.
- Support the development of programme strategy and business development activities
- Assist with and facilitate the smooth running of the programme's regular financial management activities
- Support and ensure compliance with monitoring and evaluation requirements of the team
- Provide programme and project administration support to the Head of Programme
- Supporting the development and implementation of systems, procedures and practices to optimise efficiency across the project / programme

### *General Project Support*

- Minute taking and writing
- Organise and support meetings and events
- Provide other ad-hoc support to programme staff as agreed
- Coordinate the editing and formatting of project deliverables, including donor reports and ODI publications
- Create and maintain project worksites on the intranet (SharePoint) and contribute to other sites and portals
- Provided SharePoint training and support for members of the programme
- Regularly update and develop the programme web pages and other project-related websites in liaison with the communications staff

### *Group and Institute working*

- Provide cross-cutting support to the group when required
- Contribute to institute level initiatives and activities
- Contribute to systems development at each level of the institute

## **Person Specification**

### **Essential**

#### ***Knowledge and Qualifications***

- Education to degree level
- High level of numeracy

#### ***Experience***

- Experience of project/programme management, including budget monitoring and budgeting processes
- Administration experience

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**Skills/Abilities**

- Strong organisational skills and self-motivation
- Multitasking capabilities
- Ability to work under pressure and to strict deadlines
- Advanced IT skills to include Excel, Word, email, PowerPoint, databases
- Ability to learn new software quickly
- Good proof reading and editing skills

**Desirable**

- Foreign language skills, particularly French
- Interest in international development/humanitarian issues
- Experience of the SharePoint document management system
- Experience of CRM/database financial systems
- Web / communication experience
- Data management skills
- Willingness to travel abroad

**Key Relationships and Contacts**

- Programme: Head of Programme and BSI Country Program Managers
- Cluster: Head of Strategic Operations
- Subcontractors, including those based overseas
- PFI Programme Manager and Programme Officer/Administrator
- Central services (especially Finance team)
- Central services (especially Finance)
- Communications Officers

**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

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## Application process

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

**Closing date:** The closing date for receipt of applications is midnight, UK time, on: **Monday, 18 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: £28,492 - £33,987** per annum, grade 3 on 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: Permanent** 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](http://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.

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## 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.



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