Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: IGC Programme Coordinator

Department/Division: International Growth Centre (IGC)
Accountable to: IGC Senior Programme Coordinator

Job Summary

The International Growth Centre aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. IGC's current partner countries include Bangladesh, Ethiopia, Ghana, India, Mozambique, Myanmar, Pakistan, Rwanda, Sierra Leone, Uganda, and flexible engagements including Jordan, Liberia, and South Sudan. Based at the London School of Economics and Political Science (LSE) and in partnership with the University of Oxford, the IGC is funded primarily by the UK Department for International Development (DFID), with support from the Rockefeller Foundation and Bill & Melinda Gates Foundation as well as other grants

IGC Programme Coordinators play a central role in ensuring the smooth running of the International Growth Centre, in managing project proposals from approval through to contract and then monitoring these against agreed work plans. Responsibilities also include providing administrative support for both London hub and internationally based IGC colleagues, and proactively engaging to bring efficiency to a range of processes across our operations.

Duties and Responsibilities

- To **support the IGC Country Programme, working closely with London-based Policy Economists and other colleagues.** This includes playing a key role in facilitating good working relationships and being a key point of liaison with a range of both internal colleagues, including in-country teams, and external researchers and managing institutions.

- To **provide project management for projects** funded by the IGC, using a Salesforce-based management system (called "SPEAR"), including to:

  - Prepare projects approved through commissioning boards and other formal processes for contracting, ensuring that project proposals, budgets and deliverables demonstrate value for money and comply with IGC rules, liaising throughout with funding recipients as necessary to

finalise all the information required for contracts to be issued.

- Monitor the progress of projects against agreed work plans, and work with country teams to ensure timely project delivery, including contacting individual researchers and institutions regarding upcoming or overdue outputs as required.

- Organise monthly meetings or calls with hub colleagues and country teams. Capture and follow up on agreed/outstanding actions from these calls.

- Manage operational queries and requests (external and internal), making changes to projects (including adjustments to approved budgets, project outputs and timelines), and facilitating contract amendments/grant transfers/cancellations where required.

- Ensure that SPEAR (IGC's grant management system), relevant databases, spreadsheets and reporting forms are completed and accurately maintained.

- Ensure submitted outputs and fees are approved by the appropriate individual(s) in order that payment can be made, ensuring accurate records are maintained.

- At project completion, review final financial statements against actual spend, to enable final payments and closure of related Purchase Orders (POs), seeking the appropriate level of approval for any discrepancies.

- To provide logistical support for workshops and other events run in the IGC Countries and any other initiatives to which the post holder is assigned.

- To provide the services as outlined above for new IGC initiatives, and in particular in support of work in countries with no IGC in-country team.

- To support the set-up of processes for new funding sources/grants, to ensure alignment with IGC processes and with the IGC grants management system.

- To support other IGC operational activities, including contracting, as required.

- To proactively engage in improving hub processes, including working to ensure efficiency gains from the implementation of new management tools and automated approval/other workflows.

- To promote and support the use of new project management tools and mechanisms by IGC colleagues and grantees.

- To maintain data quality and consistency across processes managed by programme coordinators (including robust record keeping and document management).

- To contribute to maintenance and updates to the IGC Operations Manual (including guidance on all hub processes) for reference by IGC staff globally, and to ensure its dissemination and accessibility.

- To contribute to the preparation of reports on the performance of assigned portfolios, for monitoring, evaluation and learning purposes, both internal and external, including for external evaluators and funders (including log frame indicators, KPIs and other metrics).

- To develop knowledge of LSE processes and build and maintain working relationships internally with administrative colleagues across the School.

- To liaise effectively and build working relationships with UK and overseas contacts and organisations, including partner institutions and office managers, other external contacts and suppliers.

- To efficiently manage a large email inbox and ensure shared drive files and folders are accurately maintained.

- To independently prioritise and manage own work.

- To show initiative in responding to individuals by providing information without supervision in a prompt and efficient manner.

- To report to senior management on assigned responsibilities and other related tasks

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.