



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Senior Programme Manager, Programme for African Leadership

Department/Division: Firoz Lalji Institute for Africa
Accountable to: Institute Manager & Director

Competency	Criteria	E/D
Knowledge and Experience	<ul style="list-style-type: none">Post-graduate degree in International Relations, Geography, Sociology, International Development, Anthropology or a related subject.	E
	<ul style="list-style-type: none">Exceptional communication skills, with an excellent command of the English language both orally and in writing	E
	<ul style="list-style-type: none">Experience with leadership development as a participant or trainer	E
	<ul style="list-style-type: none">Experience with line management	E
	<ul style="list-style-type: none">Proven experience of project and budget management	E
	<ul style="list-style-type: none">Proven ability to organise and host public and internal events	E
	<ul style="list-style-type: none">Teaching qualification in a relevant subject	D
	<ul style="list-style-type: none">Knowledge and understanding of current governance and leadership challenges facing African countries	E
	<ul style="list-style-type: none">Experience of living and working in Africa	E
	<ul style="list-style-type: none">Experience with community or economic development	D
	<ul style="list-style-type: none">Experience of instructional design in leadership programmes	E
	<ul style="list-style-type: none">Ability to facilitate workshops, debates and seminars	E
	<ul style="list-style-type: none">Proven ability to build relationships with donors and potential donors	E



	<ul style="list-style-type: none"> • Ability to work collaboratively with external stakeholders • In depth contextual knowledge of challenges facing African students relating to race, gender and sexuality • Ability to identify and develop external partnerships, as well as plan and implement collaborative projects with them • Ability to effectively mediate conflict and differences of opinion across multiple social and ethnic groups 	<p>E</p> <p>D</p> <p>E</p> <p>D</p>
Communication	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills with the ability to communicate with internal colleagues, collaborating institutes and external bodies • Ability to communicate complex ideas and technical issues to a range of different non-technical audiences • Demonstrable experience and ability to communicate persuasively with diverse audiences ranging from students to Corporate CEOs • Experience of writing content for social media, newsletters and programme evaluation reports • Experience of delivering presentations to a wide range of audiences • Ability to engage with African staff and students in a contextually correct and respectful manner • Proficiency of solving technical issues related to delivering a programme in an international context, especially with regard to delivering multi-stakeholder events (both online and in person) in developing countries 	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p>
Teamwork and motivation	<ul style="list-style-type: none"> • Good interpersonal skills and ability to work harmoniously as part of a team, with external partners and internal partners in the Institute for Africa and across the School • Ability to work independently under limited supervision and to prioritise work in response to deadlines • Ability to manage own workload and line manage the programme officer • Ability to work under deadline pressure 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>



	<ul style="list-style-type: none"> • Ability to adjust workloads so as to support colleagues when needed 	E
	<ul style="list-style-type: none"> • Ability to guide programme officer's career progression and development 	D
Problem Solving and Initiative	<ul style="list-style-type: none"> • Ability to use initiative and creativity, addressing difficult situations and presenting appropriate solutions 	E
	<ul style="list-style-type: none"> • Ability to adopt a proactive approach and use own initiative to suggest new mechanisms, processes or systems to develop the programme 	E
	<ul style="list-style-type: none"> • Ability to recognise when a problem should be referred 	E
	<ul style="list-style-type: none"> • Experience of providing input to aid the decisions of senior members of staff 	E
	<ul style="list-style-type: none"> • Ability to deliver high quality outputs on limited budgets 	E
	<ul style="list-style-type: none"> • Ability to navigate complex cultural spaces with nuance and respect 	E
Planning and Organising	<ul style="list-style-type: none"> • Ability to make autonomous decisions within an agreed framework 	E
	<ul style="list-style-type: none"> • Ability to manage a varied workload and coordinate a range of tasks and activities, and to prioritise a range of tasks effectively to consistently meet deadlines 	E
	<ul style="list-style-type: none"> • Ability to effectively work within the African context to deliver high quality outputs, with a special focus on access to resources and finance, as well as an understanding of the African professional context 	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.