

Role Title

Programme Assistant, DDiN2

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Business Delivery	4/H	Abuja, Nigeria	3 Months	Programme Administrator

Role purpose

To provide administrative and financial support assistance across the full range of programme support functions as required. The Programme Assistant will support on key aspects of the PCO coordination and administration in compliance with agreed programme management systems and processes.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Geopolitical/SBU/Function overview:

The UK will provide £47.4m between April 2014 and March 2020 to strengthen democratic governance in Nigeria. The outcome will be more efficient, effective and responsive political, electoral and democratic institutions. The outputs are:

- Improve the management, security and independent observation of the 2015 and 2019 Presidential, National Assembly and gubernatorial elections.
- Make the National Assembly better at holding the executive to account.
- Increase engagement by the electorate in Nigerian political processes, and in particular by women, youth and people with disabilities; and develop and expand the use of social and new media to promote accountability.

The DDiN2 Programme is a continuation and development of support provided by DFID since 2010 and will be funded and managed using the following mechanisms:

- Co-funding the USAID Electoral Support and Participation in Nigeria Programme (ESPN), using an MOU agreed between DFID and USAID.
- Support for the Policy and Legal Advocacy Centre (PLAC) for their Programme of support to the National Assembly using an Accountable Grant (AG).

- Funding of private foundations, international and Nigerian NGOs for thematic Programmes they will develop in partnership with Nigerian CSOs using AGs.
- One-off contributions direct from DFID to Nigerian NGOs and CSOs for particular activities using AGs.

The purpose of the Programme Coordination Office (PCO) is to provide coordination and supervision on behalf of DFID and maintain an overview of the separately contracted components of the Programme.

Main Accountabilities:

Accountabilities, responsibilities and main duties:

Project management and delivery:

- Arrange quarterly coordination meeting with DDIN2 programme implementing partners; develop schedules for monthly update meeting with DDIN2 project implementing partners and send out calendar invites and reminders to partners before meeting dates
- Liaise with FCR business support team for PCO procurement and logistics (ticketing, travel and accommodation) arrangements for meetings and ensure that follow up actions are taken.
- Provide minutes of meetings for PCM, CPMT/Monthly partners meetings, share with partners/DFID and update on the office shared drive.
- Liaise with Admin & Resources Assistants to make ticketing, travel and accommodation arrangements as requested.
- Any other duties as may be required by the programme.

Finance administration

- Provide support in reviewing Partners' quarterly financial reports; support Programme Coordinator to finalise approval of payment requests under the different contracts to the DFID Core Programme Management Team.
- Check that funds are being spent according to budget and also assess if the expected results are being achieved or not.
- Provide support in the project procurement in line with established corporate policies and guidelines.
- Prepare and submit British Council invoice quarterly.
- To ensure risk is minimized by strict application of corporate BC financial principles in all programme related activities.

Administrative Support;

- Provide Logistical and administrative support for the PCO. This will include travel and accommodation for the project personnel, creating sales orders and submitting vendor invoices for payment.
- Collect, compile and maintain files on information related to the PCO.
- Prepare documentation for DFID audit and British Council audit.
- Assist in proper asset management, monitoring, recording and disposal.
- Liaise with British Council colleagues to ensure effective administration of the PCO.

Continuous Professional Development

- To ensure personal development on IT skills for wider administrative and logistical assistance.
- To ensure personal development on technical areas in line with the British Council

Learning and Development policy.

Key Relationships:

Internal

- *DDiN2 Programme Coordinator, Programme Administrator.*
- *FCR Programme Director, Operations Managers, Procurement and Estate Manager, HR Manager, Finance Manager, Admin and Resource Assistants and Drivers.*

External

- *DFID CPMT, M&E Adviser, Implementing Partners Representatives, Other DFID Programme Management Teams, Contractors, Suppliers, Service providers.*

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	<i>Right to live and work in Nigeria</i>	Shortlisting
Direct contact or managing staff working with children?	Appropriate child protection assurance checks in accordance with British Council policy	N/a
Notes	Some unsocial hours, weekend work and travel may be required where the need arises.	
Person Specification:		Assessment stage
Qualifications		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Degree level education		Shortlisting
Role Specific Knowledge & Experience		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Minimum of 1 year experience with an FCR project (preferably British Council)	Experience of operating in a complex, multi-cultural context.	<i>Shortlisting and interview</i>
Experience of working as part of a successful team/function.	Knowledge of SAP	<i>Shortlisting and interview</i>
Experience of providing support to meetings/workshops with internal stakeholders / external partners.		<i>Shortlisting and interview</i>
Role Specific Skills		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>

Basic IT skills including word and excel.		<i>Shortlisting and interview</i>
British Council Core Skills		Assessment Stage
<p>Planning and Organising (Level 2) Plans ahead - Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p>		<i>Shortlisting and Interview</i>
<p>Managing Projects (Level 1) Works with project management systems and procedures, and has a track record of compliance with them as a project team member.</p>		<i>Shortlisting and Interview</i>
<p>Managing Accounts and Partnerships (Level 1) Able to research business issues and contacts in stakeholder and potential partner organisations to support account management and business development.</p>		<i>Shortlisting and Interview</i>
<p>Managing Finance and Resources (Level 2) Uses financial systems and processes - Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p>		<i>Shortlisting and Interview</i>
<p>Using Technology (Level 1) Able to use office software and the British Council systems to do the job and mamange documents or processes.</p>		<i>Shortlisting and Interview</i>
British Council Behaviours		Assessment Stage
<p>Being accountable (Essential) Delivering my best work in order to meet my commitments.</p>		<i>Interview</i>
<p>Making it happen (Essential) Delivering clear results for the British Council.</p>		<i>Interview</i>
<p>Working together (More demanding) Ensuring that others benefit as well as me.</p>		<i>Interview</i>
<p>Shaping the future (Essential) Looking for ways in which we can do things better.</p>		<i>Interview</i>
Prepared by:		Date:
Chinaza Chimalu		November 2019