



## Programme Coordinator (maternity leave cover)

---

<b>Job purpose summary:</b>	To provide high-quality coordination, communications and administration in relation to all aspects of Mokoro's consultancy portfolio.
<b>Salary:</b>	£30,000-34,000 pro rata (dependent upon qualifications and experience)
<b>Contract:</b>	Fixed term contract: maternity leave cover for 6 months, commencing as soon as possible. Full time. Open to discuss part time (minimum 2.5 day per week equivalent).
<b>Location:</b>	Oxford, UK.
<b>Reporting to:</b>	Programme Manager <sup>1</sup> and/or Chief Executive.
<b>Working internally with:</b>	Projects Coordinator, Finance Manager, Researchers, Research Officer, Projects Assistant, Principal Consultants and Associates.

---

### A. About Mokoro

Established in 1982, Mokoro is a UK-based research and consultancy organisation providing technical expertise in economic and social development globally. We have undertaken more than 750 consultancy assignments in 80 countries worldwide, for national governments, multilateral and bilateral aid agencies, and NGOs. Mokoro's core areas of expertise are: Aid Effectiveness; Public Policy and Management; Land, Livelihoods and Natural Resources; Reviews and Evaluations. The company draws its consulting capacity from its Principal Consultants, the technical staff team, and its wider network of associates. Further information on Mokoro's background and current portfolio is at [www.mokoro.co.uk](http://www.mokoro.co.uk).

---

### B. Role description

The Programme Coordinator is part of Mokoro's small, busy Oxford-based team, and is responsible for contributing to business development and to the effective coordination of Mokoro's consultancy programme. The Programme Coordinator works closely and other staff and consultants in developing, managing and contributing to a substantial and varied consultancy portfolio.

#### Programme Coordination and Administration (80%)

- Ensure Mokoro's contributions to, and assignments through, a range of Framework agreements, liaising with consultants and partners in responding to requests for services, in collaboration with other team members.
- Proactively take responsibility for the identification of and response to appropriate new consultancy opportunities, in consultation with the Programme Manager and/or Chief Executive and Principal Consultants, and with support from the Projects Coordinator and other members of the staff team
- Coordinate and contribute to the preparation of expressions of interest and proposals/ competitive tenders, ensuring these meet the highest corporate standards
- Manage a portfolio of assignments, and task manage other members of the staff team in relation to their support to those assignments (from bid to completion stage)
- Negotiate, prepare and monitor client and consultant contracts, in consultation with the Programme Manager and/or Chief Executive and Finance Manager
- Prepare and monitor consultancy assignment budgets, maintain records and financial information
- Ensure Quality Support for assignments is in place and coordinate assignment report production and de-briefing (where relevant), and ensure the preparation of project completion reports
- Ensure invoicing and payments relating to client and consultant contracts, in consultation with the Finance Manager

---

<sup>1</sup> As the organisation is growing the Programme Manager is a new position being recruited mid 2019 as team leader for Business Development and Programme Management.

- Develop and maintain client, consultant and consultancy records (e.g. regular inputs into Mokoro's Management Information System, preparation of Assignment Summaries)
- For large/ complex assignments, provide specific assignment coordination, support and inputs, participating in consultancy team meetings, and other relevant tasks contributing to assignment implementation
- Proofread, format and present external / consultancy documents
- Ensure assignment travel and other logistical arrangements are in place, in consultation with Projects Assistant

#### **Communications/ general (20%)**

- Represent Mokoro at external events and meetings with partners/ consortia
- Provide support and content inputs towards internal and external events, including quarterly Mokoro Seminars and Quarterly Meetings
- Prepare and provide written/ oral inputs into Team and Council meetings
- Contribute to knowledge management and learning at Mokoro, e.g. in the development of improved systems and content relating to Mokoro's consultancy delivery
- Contribute to internal meetings, planning and monitoring processes
- Any other reasonable task as assigned by line manager

### **C. Person specification**

#### **Knowledge, skills and experience (E=essential D=desirable)**

- Master's degree in a relevant discipline (e.g. social sciences, economics, international development) (E)
- Knowledge of the aid and development sector, including good awareness of key agencies, donors, and other actors (E), and awareness of/ interest in key issues relating to one or more of Mokoro's core thematic areas of work (E)
- At least 5 years' relevant business development and/ or project management experience gained in either the voluntary, private or public sectors (E)
- First class multi-tasking and prioritisation skills, with an aptitude for effectively managing a wide and varied workload (E)
- Excellent verbal and written communication skills, with a proven ability to collaborate successfully with a diverse and geographically dispersed team (E)
- Proven expertise in building and maintaining productive external relationships, e.g. with clients, partners and associates (E)
- Flexible self-starter with competence in working effectively both independently and as part of a team (E)
- Strong experience of producing high-quality written communications materials for different audiences and through a variety of channels (E)
- Commercial acumen, and sound budgeting and financial management skills (E); experience of contract negotiations and management would be a distinct advantage (D)
- Advanced level of IT competency in all standard MS packages (including proficiency in Excel and ideally databases, such as Access/Sage) (E)
- An understanding of qualitative and quantitative research (D)
- Additional language abilities relevant to Mokoro's work would be an asset: French/ Spanish/ Portuguese (D)
- Commitment to Mokoro's approach to collaborative working and high-quality consultancy work (E)

### **D. General terms and conditions**

**Hours:** Full time based on a 37.5 hour week. Office hours are 9am to 5.30pm Monday to Friday. Mokoro is open to considering applicants who prefer part time (minimum of 2.5 days equivalent per week).

**Leave:** Annual leave entitlement is 25 days, plus 3 additional days to be taken in the period between Christmas and New Year (as well as all English public holidays); leave entitlement is pro rata where applicable.

<b>Salary:</b>	Salary is paid monthly in arrears by credit transfer. Mokoro operates a contributory pension scheme.
<b>Probationary period:</b>	There will be a one month probationary period, with a review carried out after two weeks, and again after one month.
<b>Notice:</b>	Two weeks' notice during the probationary period; one months' notice upon satisfactory completion of probationary period.

---

## **E. How to apply**

Please submit your CV and a covering letter outlining why you are a suitable fit for this position at Mokoro, including specific examples of how your skills and experience meet the person specification requirements outlined above. Your cover letter should confirm your availability for interview on Monday 13 May 2019 and also say what your available start date would be; a start date of 3 June 2019 is anticipated or sooner if possible. Please also indicate whether your interest in the position is full-time or part-time.

Applications should be emailed to [mokoro@mokoro.co.uk](mailto:mokoro@mokoro.co.uk), indicating 'Programme Coordinator – maternity cover' in the subject header, by **09.00 on Wednesday 8 May.**

Shortlisted candidates will be contacted by Thursday 9 May with an invitation to interview in Oxford on **Monday 13 May.**

*Please note that applicants must have the legal right to live and work in the UK.*