Programme Manager (maternity leave cover)

Job purpose summary:	To lead the effective coordination and management of consultancy assignments across the Mokoro portfolio, ensuring high-quality delivery, strong client engagement, and adherence to organisational policies, including safeguarding, duty of care and ethical practice.
Contract:	Fixed term contract: maternity leave cover for 6 months, commencing as soon as possible. Full time or part time.
Salary:	£38,500 per annum full-time.
Location:	Oxford/Hybrid
Reporting to:	Business and Portfolio Manager
Working internally with:	Research staff, Projects Officer, Business Development and Operations Manager, Communications and Operations Officer, External Finance Team, Principal Consultants and Associates

A. About Mokoro

Mokoro is a small international development consultancy providing technical, policy and research expertise in support of sustainable economic and social development that contributes to improving the wellbeing and opportunities of poor and vulnerable people. Our technical services include evaluations and reviews, research, training, programme design, policy analysis and advice that cuts across sectors, issues and disciplines. Our thematic work covers a range of sectors including climate, land and natural resources, food security, nutrition, education, child protection, and social protection. We were established in 1982 and have undertaken more than 800 consultancy assignments in 80 countries worldwide, for national governments, multilateral and bilateral aid agencies, and NGOs. The company draws its consulting capacity from its Principal Consultants, the staff team, and its wider network of associates. Further information on Mokoro's background and current portfolio is at www.mokoro.co.uk. As a not-for-profit business, our values and commitment to high quality work are the primary drivers for what we do, and how we do it.

B. Role description

The Programme Manager is part of Mokoro's small, collaborative Business Support team, with responsibility for managing a portfolio of consultancy assignments and supporting business development activities.

The role requires strong organisational and project management skills, alongside the ability to ensure effective delivery, manage risk, and maintain high standards across all aspects of consultancy assignment implementation.

Assignment management (60%)

- Manage a portfolio of consultancy assignments, ensuring effective planning, coordination and delivery
- Manage assignment finances, including budgeting, monitoring, invoicing and payments, in line with company procedures
- Manage assignment-level risks, including conducting risk assessments and ensuring appropriate mitigation measures are in place

- Manage communication between consultants, clients and internal teams
- Ensure effective travel, logistics and administrative arrangements for all assignments
- Oversee duty of care, security and safeguarding arrangements, including travel insurance, safety planning, and compliance with organisational policies
- Act as a focal point for safeguarding and policy compliance, providing guidance and escalating concerns where appropriate
- Maintain accurate assignment and financial records, including updates to internal systems and assignment documentation
- Lead assignment learning and completion processes, including debriefs and final reporting
- Ensure high-quality consultancy outputs, including coordinating proofreading and supporting document production where required

Business development and operational support (30%)

- Contribute to the development of high-quality proposals and tender submissions
- Support business strategy development and organisational reporting
- Maintain and strengthen networks of consultants, clients and partners
- Support engagement with framework agreements and coordinate responses to requests for services
- Contribute to improvements to internal systems and processes to enhance efficiency and effectiveness

General (10%)

- Contribute to knowledge management and organisational learning
- Represent Mokoro in external meetings and events, where appropriate
- Undertake other reasonable duties as required

C. Person specification

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

- Undergraduate degree in a relevant discipline (e.g. business/ project management, social sciences, economics, international development), or equivalent relevant professional experience (E)
- Proven project management experience (E), with experience in an international development consultancy context (D)
- Knowledge of the aid and development sector (E), including good awareness of and keen interest in key issues relating to one or more of Mokoro's core thematic areas of work (D)
- Sound budgeting and financial management skills (E)
- Demonstrable experience of safety and security management for individuals on short-term overseas assignments (E)
- Good understanding of safeguarding principles and ethical practice, with the ability to apply these in assignment delivery (E), and experience supporting or implementing safeguarding or organisational compliance processes (D)
- Business development experience such as proposal writing (D)
- Excellent organisational and prioritisation skills, with the ability to manage a varied workload while maintaining quality (E)
- Strong communication skills, with the ability to work effectively with diverse and geographically dispersed teams (E)

- Advanced IT competency across standard Microsoft 365 applications, including Word, Excel, PowerPoint, Teams, and SharePoint (E); advanced skills in document formatting in Word and data handling in Excel, and experience using AI tools such as Copilot (D)
- Additional language abilities relevant to Mokoro's work would be an asset: French/Spanish/Portuguese/Arabic (D)

D. General terms and conditions

Hours:	Mokoro is open to applications from those seeking part-time or full-time roles, with a minimum of 60% hours based on a 37.5-hour week. Office hours are currently 9am to 5.30pm Monday to Friday UK time. Some flexibility would be preferred, as hours required may depend on time zones of consultancy work.
Location:	Oxford/Hybrid. Our strong preference is that an individual would be able to work in the Oxford office for several days per week (open to discussion)
Leave:	Annual leave entitlement is 25 days pro rata (as well as all English public holidays), plus an additional 3 days to be taken at Christmas, Eid or a similar observance.
Salary:	Salary is paid monthly in arrears by credit transfer. Mokoro operates a contributory pension scheme.
Probationary period:	There will be a 1-month probationary period, with a review carried out at the end of week 2.
Notice:	One weeks' notice during the probationary period. Two weeks upon satisfactory completion of probation and confirmation in post.

E. How to apply

Please submit your CV and a covering letter outlining why you feel 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 include your preferred working arrangements (full-time/part-time/location), your available start date, and confirmation that you have the legal right to work in the UK. A start date in December 2026 would be preferred.

Applications should be emailed to hr@mokoro.co.uk indicating 'Programme Manager' in the subject header, by 23.59 on **Sunday 11 October.**

Shortlisted candidates will be contacted by Wednesday 14 October, with interviews anticipated to take place on Friday 16 October.

Mokoro values diversity and encourages applications from individuals of all backgrounds. Please let us know if you need any additional reasonable adjustments to enable you to access the recruitment process.

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

Mokoro reserves the right not to make an appointment