



## Programme Coordinator (Maternity leave)

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<b>Job purpose summary:</b>	To provide high-quality coordination, communications and administration in the management of consultancy assignments across the Mokoro portfolio.
<b>Salary:</b>	Up to £36,000 per annum full-time equivalent (dependent upon qualifications and experience)
<b>Contract:</b>	Fixed term for 1 year. Full time (open to joint application for job share). A start of 1 September 2021 preferred.
<b>Location:</b>	Flexible <sup>1</sup>
<b>Reporting to:</b>	Chief Executive. <sup>2</sup>
<b>Working internally with:</b>	Projects Coordinator, Business Development Coordinator, Finance Manager, Project Assistant, Research team, Principal Consultants and Associates.

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### A. About Mokoro

Established in 1982, Mokoro is an 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, in the areas of aid effectiveness, public policy and management, and land, livelihoods and natural resources. Our experience cuts across sectors, issues and disciplines. We have undertaken more than 750 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 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). 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. We are looking for an enthusiastic, flexible, team player with demonstrable experience for the role and an interest in working in a niche/ specialist organisation making a contribution to international development.

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### B. Role description

The Programme Coordinator is part of Mokoro's small, busy support team (predominantly Oxford-based, and currently all working from home) and is responsible for the effective coordination of a range of Mokoro's consultancy assignments, liaison with partner organisations within Framework Agreements, and also contributing to business development. The Programme Coordinator works closely with two others in the Assignment Management team, the Business Development Coordinator and other staff and consultants in developing, managing and contributing to a substantial and varied consultancy portfolio. All members of the team are committed to Mokoro's approach to collaborative working, strong supportive relationships and high quality work.

#### Programme Management and Administration (65%)

- Provide timely, supportive project management to a portfolio of consultancy assignments.

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<sup>1</sup> During the current COVID-19 context, the staff team are all working from home. Hybrid working arrangements for the long-term are under review (flexible/home-based working with periodic time in office is becoming part of our normal approach).

<sup>2</sup> The position will report initially to the Chief Executive. There is the likelihood in the coming year as the business is growing that recruitment will take place for a Business Development and Programme Manager to whom this position would then report.

- For large/ complex consultancy assignments, provide specific assignment coordination, support and inputs, participating in consultancy team meetings, and other relevant tasks contributing to assignment implementation.
- Contribute to the effective and efficient coordination of Mokoro's participation in, 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.
- Negotiate, prepare and monitor client and consultant contracts, in consultation with the Chief Executive.
- Prepare and monitor assignment budgets, maintain records and financial information, in consultation with the Finance Manager and ensure alignment with company practice and targets.
- 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 timely invoicing and payments relating to client and consultant contracts, in consultation with the Finance Manager.
- Develop and maintain client, consultant and consultancy records (e.g. regular inputs into Mokoro's Management Information System, preparation of Assignment Summaries).
- Ensure assignment travel and other logistical arrangements are in place, in consultation with Project & Research Assistant.
- Assist with proofreading and formatting external / consultancy documents, when required.

### **Business Development (25%)**

- In collaboration with the Business Development Coordinator, proactively engage in the identification of and response to appropriate new consultancy opportunities, in consultation with other members of the staff team, and/or Chief Executive and Principal Consultants.
- Contribute to the preparation of proposals/ competitive tenders, directly drafting submissions and ensuring these meet the highest corporate standards.
- Play a proactive role in developing and strengthening Mokoro's networks of consultants, clients and partners.
- Contribute to organisational projects to improve efficiency and effectiveness in business development and programme management as needed.

### **Communications/ general (10%)**

- Contribute to knowledge management and learning at Mokoro, e.g. internal or external meetings and for business improvement initiatives.
- Prepare and provide written/ oral inputs into Team and Council meetings where required.
- Represent Mokoro in meetings with partners/consortia or clients and at external events.
- Any other reasonable task as assigned by the line manager.

## **C. Person specification**

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

- Bachelor's (E) or Master's degree (D) in a relevant discipline (e.g. business administration, international development, social sciences, economics, land and natural resources).
- 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 (D).
- Proven demonstrable project management experience (E) and business development experience (D) gained in either the voluntary, private or public sectors.
- Commercial acumen, and sound budgeting and financial management skills (E); experience of contract negotiations and management would be an advantage (D).
- A flexible team player, with first class multi-tasking and prioritisation skills and an aptitude for effectively managing a wide and varied workload (E).
- Excellent verbal and written communication skills in English, with a proven ability to collaborate successfully with a diverse and geographically dispersed team (E).
- Strong IT competency in all standard MS packages (E) with advanced skills in formatting in Word and advanced proficiency in Excel (D).

- Demonstrable experience of safety and security management for individuals on short-term overseas assignments (D).
  - An understanding of qualitative and quantitative research (D).
  - Additional language abilities relevant to Mokoro's work would be an asset, in particular: Arabic / French / Portuguese / Spanish (D)
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## D. General terms and conditions

<b>Hours:</b>	Full time based on a 37.5 hour week. Office hours are currently 9am to 5.30pm Monday to Friday (but see also footnote 1 on Page 1).
<b>Location:</b>	Flexible, with the expectation of being able to be present in the Oxford office periodically if required, subject to mutual agreement (see footnote 1 on Page 1).
<b>Leave:</b>	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.
<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 two-month probationary period, with a review carried out after four weeks, and again at the end of the period.
<b>Notice:</b>	Two weeks during the probationary period; two months' notice upon satisfactory completion of probationary period.

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## 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). It should also confirm your availability for interview on-line in the period Tuesday 27 – Thursday 29 July 2021 and also say what your available start date would be. A start date of 1 September 2021 would be preferred.

Applications should be emailed to [hr@mokoro.co.uk](mailto:hr@mokoro.co.uk) indicating 'Programme Coordinator (Maternity Cover)' in the subject header, by 23.59 BST Sunday 18 July 2021.

Shortlisted candidates will be contacted on/by Thursday 22 July 2021.

*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.*