

Programme Manager (Mozambique)

Job title:	Programme Manager (Mozambique)
Place of work:	Maputo, Mozambique
Start date:	February 2023
Employment rate:	100%
Contract duration:	Up to 31 December 2023 (with potential for extension)
Reporting:	HQ-based Programme Officer, ICAR
Number of reportees:	None
Open to:	Mozambican nationals/residents with valid work permit

About the International Centre for Asset Recovery (ICAR)

ICAR is a specialist centre of the Basel Institute on Governance that works with countries around the world to strengthen their capacities to recover stolen assets. Particular emphasis is placed on hands-on mentoring to assist practitioners from law enforcement and prosecutorial authorities to conduct financial investigations, develop suitable strategies for the prosecution of corruption offences, and to identify, restrain and confiscate proceeds of crime.

ICAR also supports legislative and institutional reform processes, develops and delivers tailor-made training, and works with other international organisations to advance innovation and global policy dialogue on asset recovery.

Strengthening anti-corruption enforcement and asset recovery capacity in Mozambique

The Basel Institute on Governance, following a request from the Office of the Attorney General of Mozambique (Procuradoria-Geral da República de Moçambique – PGR), is providing support to Mozambique in the investigation and prosecution of complex international corruption cases and recovering stolen assets.

This cooperation is part of a 4.5 year technical assistance programme implemented by ICAR, with funding from the Swiss Agency for Development and Cooperation (SDC) (Mozambique).

The main focus of the programme is on strengthening investigative and prosecutorial capacities with a view to recovering assets through hands-on case based advice, structured training and support to legislative and institutional reform processes. In this regard, one of the main activities of the project to date has been supporting the PGR to set up an Asset Recovery Office, an effort that has been complemented with contributions to recent anti-

corruption related legislative amendments. The programme is also supporting PGR to enhance criminal investigation capabilities across the asset recovery value chain.

Responsibilities

The Programme Manager will be responsible for managing the logistical aspects of the day-to-day delivery of the above mentioned programme, ensuring that it is delivered in line with donor requirements and regulations as well as the Basel Institute's policies and procedures. Whilst the post holder will ultimately report formally to the HQ-based Programme Officer (PO), especially in relation to procurement, logistics and planning, she/ he will be supervised on a day-to-day basis and take direction from the programme Team Leader (TL).

The key responsibilities and associated tasks are as follows:

Programme management:

- Supports the TL to draft programme reports, including semi-annual progress reports as well as other ad-hoc, internal and external reporting needs;
- Supports the TL with the preparation of annual costed work plans and financial forecasts, and assists with periodic updates to those plans;
- With the PO, identifies resources required by new/adjusted activities and assesses against available budget, agrees revised allocations with TL, and as may be necessary presents donor with technical rationale and revised budget for approval;
- Coordinates all local procurement of goods and services required to deliver the project, applying Basel Institute policies and procedures, and tracks procurements from request stage through approvals, service provision, invoicing and payment;
- Ensures sufficient supporting documentation is obtained and transmitted for all financial transactions, in line with Basel Institute's policies and procedures and donor regulations;
- As may be necessary, assists with logistical arrangements related to the deployment of any short-term consultants that may be hired to support aspects of programme delivery;
- Assists with the preparation of Mozambique-based programme audits and reviews as may be necessary;
- Together with the PO, holds the responsibility for management of programme budget, working with the PO to develop and apply procedures for monitoring and analysing the programme budget;
- Regularly updates the TL and experts on budget available for local activities, the programme's spending trends and areas of risk through the provision of regular and timely expenditure tracking reports;
- Implements procedures for information/document management.

Quality assurance and progress monitoring:

- Monitors progress against work plans with TL, adjusting resource allocation as required to meet objectives on schedule;
- Supports the TL and in-country technical advisory team to monitor progress against the programme's goals through M&E tools etc., in close coordination with the HQ-based PO and/or M&E Lead;

Relationship and risk management:

- Supports the TL and the in-country technical advisory team with stakeholder management, including specifically government partners and the donor;
- Supports the TL and HQ-based PO to manage risks to programme delivery, reputation or safety of personnel, by monitoring the context, maintaining a risk register and working with technical advisory teams to implement mitigating measures; and similarly, monitors contextual developments to identify new opportunities for the Programme (e.g. new/expanded activities).

Qualifications

- Bachelor-level degree (Master's degree an advantage).
- Six years of progressively responsible programme management experience.
- Prior experience working on donor-funded international development programmes required, preferably in governance and/or anti-corruption programming.
- Demonstrable experience managing budgets, finances, and forecasting.
- Excellent written and oral communication skills in Portuguese, including the ability to produce cogently and succinctly written progress reports, edit the work of experts, and represent the programme adequately to a variety of stakeholders.
- Fluency in English, both spoken and written.
- Basic knowledge of M&E processes and tools.
- Ability to build effective and credible client relationships and networks including with a range of multicultural stakeholders (remotely and in-person).
- High degree of organisational ability, including working well under pressure and a strong track-record meeting tight deadlines.
- Superior computer skills including the full Microsoft suite, especially Excel.
- Experience with project management tools (basic project accounting an advantage).
- The successful applicant will demonstrate that they meet the requirements under Mozambican law to work in Mozambique.

Remuneration package

The salary will be commensurate to experience and responsibility. The position is entitled to an allowance for health insurance, and 25 days of paid leave per 12-month period.

Application

Please email your full application file, including a motivational letter in English and your detailed CV (merged into a single PDF file) at your earliest convenience (applications will be reviewed on a rolling basis), but no later than 3 February 2023 by email to: application@baselgovernance.org. Only short-listed candidates will be contacted.

Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.