

(Senior) Programme Manager, Latin America

Title:	(Senior) Programme Manager, Latin America ¹
Place of work:	Lima, Peru
Employment rate:	80–100%
Start date:	As soon as possible
Contract type:	One year with possibility of extension
Other:	Must be eligible to work in Peru (local hire prioritised)

Basel Institute on Governance

The Basel Institute on Governance is an independent non-profit organisation working around the globe across sectors to counter corruption and related financial crimes and to improve the quality of governance. The Basel Institute is a Swiss foundation with headquarters in Basel, a registered office in Lima, Peru, and country teams in over other 15 countries. The Basel Institute is an Associated Institute of the University of Basel.

Job description

The (Senior) Programme Manager for Latin America is a newly created position which reflects the growing regional programme of two divisions of the Basel Institute in Latin America: the International Centre for Asset Recovery (ICAR) and the Green Corruption (GC) programme. We are looking for a (Senior) Programme Manager with substantial project management experience in the context of development cooperation and the delivery of capacity building.

The (Senior) Programme Manager will contribute to ensuring that the Basel Institute's ICAR and GC programmes in Latin America are delivered in a coherent, structured and impactful manner, in line with strategic goals and requirements set forth by donors. The (Senior) Programme Manager will also be the Monitoring & Evaluation (M&E) focal point for the ICAR and GC programmes in Latin America, ensuring that accurate and validated data is collected in a timely manner to inform reporting to donors.

Whilst the post holder will report to ICAR and GC management at headquarters, they will work closely with designated technical and other key project staff at headquarters and in Latin

¹ The appointment may be made at the level of Programme Manager or Senior Programme Manager based on the qualifications and professional experience of the selected applicant.

America. On matters related to financial, contract management, and HR aspects, they will also interact with relevant HQ-based administrative staff as designated by the Head of Operations.

Key responsibilities

- Lead on the design of programme budgets and provide oversight to budget management, and lead on financial forecasting, reviewing and approving financial reports, and budget monitoring;
- Oversee programme work planning in line with established programme management practices and to a level commensurate with the complexity of the programme;
- Contribute to the implementation of relevant M&E tools and progress monitoring in conjunction with the in-country technical advisors and Head of Latin America;
- Lead, contribute as necessary and provide quality control on the timely production of substantive programme reports, including interim or annual progress reports;
- Provide programme coordination, operations, and administrative support, including training and management of local programme officers in financial, risk, and performance management issues (where applicable);
- Oversee the programmes' risk management;
- Lead on compliance monitoring to ensure that programme delivery aligns with donor rules and regulations;
- Contribute to determining staffing needs, including the development and/or revision of TORs for long term technical advisers and short-term consultants;
- Work with HR to manage recruitment process when applicable;
- Ensure that field staff contracts are applied, and that performance management of field staff is conducted and documented;
- Contribute to stakeholder management, including with government counterparts, donors, partners, civil society representatives, etc.;
- Lead on the development and implementation of project management tools, including the drafting of standard operating procedures for new projects, reporting templates, and other tools as required; and
- Engage in fundraising efforts as needed.

Qualifications and skills

Requirements for the Programme Manager-level position:

- University degree or equivalent in public administration, business, project management, development or other relevant degree.
- At least 7 years' experience in managing donor programming.
- Proven expertise in operating donor programmes in challenging environments.
- Excellent knowledge of donor requirements.

- Excellent English and Spanish language skills.
- Experience with UK and/or US funded programming is an advantage.

Considerations for the Senior Programme Manager level position include, but are not limited to the following:

- Proven fundraising track record.
- Excellent English report writing skills, requiring minimal supervision.
- Proven ability to bridge the gap between technical needs and administrative requirements.
- Track record of managing programmes which feature senior technical advisors.
- Experience with anti-corruption and/or rule of law programming.

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please upload your written application (CV, letter of motivation and contact details of three professional references, all combined in one single PDF), at your earliest convenience, but no later than **18 April, 2024** 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.