

Person Specification

This form lists the essential (E) and desirable (D) requirements needed for Programme Manager.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Programme Manager		
Competency	Criteria	E/D
Knowledge and experience	MSc/MA or PhD in economics or public policy.	E
	Demonstrated work experience in a policy environment and with Policymakers	E
	Experience with doing and/or managing policy relevant research and familiarity with quantitative and qualitative research methodologies	E
	Experience of programme strategy and management	E
	Understanding of Monitoring, Evaluation and Learning, and willingness to deepen knowledge in this area	E
	Experience of budget management	D
	Experience of building new programmes an advantage	D
	Knowledge of Bihar and Gates focus themes would be an Advantage	D
	Demonstrated understanding of monitoring and evaluation methods and processes in the field of development economics or a related area	D
Experience of capacity building activities an advantage	D	
Experience of overseeing the delivery of policy events and conferences	D	
Communication	Evidence of excellent written and oral communication skills, in particular evidence of explaining technical information to non-specialist audiences.	E
	Experience of producing written documents and papers to a high standard in-house format.	E
	Evidence of acting as a point of reference for others and contributing to the development of new knowledge and understanding within the development field	D
Teamwork and motivation	Demonstrated ability to work as part of a team, especially in a developing country context.	E
	Experience of managing or supervising a team	E
	Ability to work with a range of teams across a large and complex organisation.	E

Liaison and Networking	Demonstrated ability with engaging policy makers, including the ability to build relationships and engage in policy dialogue.	E
	Ability to contribute to networking by identifying key people to foster working relationships with.	D
	Demonstrated strong ability to interact with policymakers through, for instance, past work with government officials, NGOs, think tanks and aid agencies. Bihar or India specific experience would be an advantage.	D
Planning and organisation	Evidence of the ability to work independently as a dynamic, self-starter with minimal supervision in challenging environments.	E
	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure.	E
	Evidence of attention to detail while producing timely work within deadlines.	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.