



GPG Projects Manager (with advanced Arabic or Russian speaking skills)

£26,000- £30,000 pa

London, UK with frequent travel (when possible). In light of current working conditions due to Covid-19, we will also consider remote/flexible working for this role.

NB: at present, personnel are working remotely, but the postholder will be expected to travel frequently to project countries as part of teams, once this becomes possible.

Global Partners Governance works with parliaments, governments, and political parties around the world to promote representative politics and effective governance. Our work directly support politicians and staff and has included the delivery of projects in Africa, the Middle East and Central Asia. The postholder will manage specific projects in the MENA or Central Asia region as well as contributing to GPG's wider research, communication and business development activities.

Applicants must have current UK work authorisation that does not require employer sponsorship.

Role and tasks

The Projects Manager will:

- Manage implementation of project activities. This includes writing narrative reports, financial management of projects, monitoring and evaluation.
- Manage stakeholders' relationships, with particular focus on remote relationship building/upkeep.
- Develop partnerships and directly implement activities in project countries in line with workplan.
- Brief and liaise with our project specialists and consultants to maximise their contribution to project activities.
- Liaise with other GPG projects managers on synergies between our existing projects.
- Travel regularly to project country and occasionally other countries where necessary for project activities and company events.
- Identify opportunities to grow and extend GPG's work, including through partnerships with new organisations and funders.
- Maintain a thorough knowledge of the political developments in the MENA or Central Asia region and carry out research in support of projects.

Person Specification

- Previous project management experience, preferably in an international and/or political context.
- Fluent English language skills are a core requirement of the role, with native or near native proficiency including excellent writing skills. Advanced Arabic OR Russian language skills are also required for this role. **Please note: a written translation and spoken interpreting task will be part of the interview process for this post.**
- Some knowledge and understanding of monitoring and evaluation approaches for governance projects and/or adaptive management approaches.
- Excellent communication and interpersonal skills: ability to communicate effectively with a diverse range of stakeholders and to work collaboratively as part of a team.
- Knowledge of Middle East OR Central Asian politics, and previous professional experience preferred.
- Flexibility and ability to adapt to changing work needs and political environment.
- Educated to university level.
- GPG works in fragile states and developing countries. Applicants must be available and willing to travel regularly to these countries as part of a short-term project team.

Please note GPG/GPGF reserves the right to appoint two Project Managers should more than one suitable candidate be found.

How to apply

Please send the following to recruitment@gpgovernance.net

1. CV (max 2-page).
The filename of your CV should be "Projects Manager 21 YOUR NAME cv"
2. Short cover letter, stating why you feel that you are well suited to this position.
The filename of your cover letter should be "Projects Manager 21 YOUR NAME cover."
3. Equal Opportunities Monitoring Form (optional)

Please email these documents to recruitment@gpgovernance.net.

The subject of your email should be "Application Projects Manager 21 YOUR NAME".

If you have any queries regarding this position, please email recruitment@gpgovernance.net.

For more information on Global Partners Governance, please visit www.gpgovernance.net.

Deadline for applications: Wednesday 12 January, but interviews will be conducted on a rolling basis as soon as application are received .

Length of contract: 1-year initial contract with scope for extension.

Working hours: full time: 37.5 hours per week

Global Partners Governance/GPG Foundation is committed to improving the diversity of our workforce through the attraction, retention and development of a diverse range of talented people, and particularly welcome applications from underrepresented groups.