



GPG Senior Projects Manager

2 posts available - one Arabic speaker role, and Arabic or other languages an advantage for the other)

Salary: £32,000-£40,000 dependent on experience

London, UK with frequent travel (when possible). Team is currently working to a hybrid-model, from the office 1-3 days per week and from home the rest of the time.

Global Partners Governance works with parliaments, governments, and political parties around the world to promote representative politics and effective governance. Our work directly supports 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 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 Senior Projects Manager will:

- Oversee and manage the delivery of projects alongside Project Directors. Manage technical and logistical delivery of project portfolio. This includes managing the overall work plan, financial management of projects, monitoring and evaluation, and regular reporting to funders.
- Coordinate across GPG teams on delivery of project portfolio. Including close coordination with Operations team on management and with Directors on long-term strategy and business development.
- Work to leverage and develop partnerships and support to direct implementation of activities in project countries based on an understanding of the challenges and opportunities facing the project's stakeholders and in close coordination with Project Directors and Teams.
- 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.
- Act as the key point of contact for GPG's project work with external stakeholders, representing GPG at external events including meetings, roundtables and conferences and supporting the communications team in providing information about the project to external audiences.
- Contribute to organisation-wide Monitoring & Evaluation. Develop and implement effective strategies for creating theories of change, evaluation frameworks, and effective reporting across all projects and teams.
- Identify opportunities to grow and extend GPG's work, including through partnerships with new organisations and funders.
- Contribute to bids and proposals for new projects, working in collaboration with other senior colleagues.
- 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, including planning, programme implementation, financial management and donor relations.
- Solid knowledge and understanding of delivery approaches for governance projects and/or adaptive management approaches.
- Fluent English language skills are a core requirement of the role, with native or near native proficiency including excellent writing skills. Advanced Arabic skills are also required for one Senior Project Manager role advertised, and not for the other.

Please note: a written translation and spoken interpreting task will be part of the interview process for the Arabic-speaking post.

- Excellent communication and interpersonal skills: ability to communicate effectively with a diverse range of stakeholders including senior politicians and to work collaboratively as part of a team.
- Proactive self-starter with an independent yet collegiate approach, happy to work as a dynamic part of a small team.
- Knowledge of Middle East politics, especially Sudanese, Iraqi, Gulf, and previous professional experience strongly preferred.
- Flexibility and ability to adapt to changing work needs and political environment.
- Educated to university level preferred.

GPG/GPGF 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 Senior Project Managers should more than one suitable candidate be found.

What we offer

- An exciting role in politics and development, in a young and dynamic international organisation with frequent opportunities to travel.
- Emphasis on personal development with close support from management and wider teams, and opportunities for formal training and organisation-wide knowledge sharing.
- Competitive salary, pension, and 25 days of annual leave plus public holidays.
- Comprehensive Employee Assistance Programme to promote physical and mental wellbeing of employees.

How to apply

Please send the following documents to recruitment@gpgovernance.net

1. CV (max 2-page). The filename of your CV should be "Senior Projects Manager 22 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 "Senior Projects Manager 22 YOUR NAME cover."
3. [Equal Opportunities Monitoring Form](#) (optional)

The subject of your email should be "Application Senior Projects Manager 22 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:** Midnight BST Wednesday 16th November22, but interviews will be conducted on a rolling basis as soon as application are received
- **Length of contract:** permanent
- **Working hours:** full time; 37.5 hours per week

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