



GPG/ GPGF Project Manager - MENA (With advanced Arabic language skills) £32,000- £45,000 pa

**Position based in London, UK
with frequent travel (when possible)**

NB: at present, personnel are working to a hybrid model with 2-3 days in the London office and the rest of the week from home, the postholder will also travel frequently to project countries as part of teams.

Global Partners Governance (GPG)/ Global Partners Governance Foundation (GPGF) 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.

We pride ourselves on doing things differently, working with local partners to create behavioural change with a long-term impact. We are a small and supportive organisation with opportunities for progression. Colleagues benefit from exposure to high-profile associates, travel, and interesting work.

The postholder will manage specific projects within GPG's expanding roster of programmes in the MENA region, including Lebanon, Kuwait, Iraq and Sudan, as well as contributing to GPG/ F's wider research, communication, and business development activities.

Role and tasks

The Project Manager will:

- Manage implementation and delivery 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 in the region.
- Develop partnerships and directly implement activities the region line with workplan.
- Brief and liaise with our project specialists and consultants to maximise their contribution to project activities.
- Liaise with other GPG/F project managers on synergies between our existing projects and portfolios.
- Travel regularly to the region and occasionally other countries where necessary for project activities and company events.
- Identify opportunities to grow and extend GPG/F's work, including through partnerships with new organisations and funders.
- Maintain a thorough knowledge of the political developments in the MENA region and carry out research in support of projects.

Person specification

- Previous project management experience, preferably in an international and/or political context.
- Some knowledge and understanding of monitoring and evaluation approaches for governance projects and/or adaptive management approaches.
- Sound knowledge and experience of managing medium-large scale budgets and financial reporting.
- 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 the MENA region, politics and challenges preferred.
- Flexibility and ability to adapt to changing work needs and political environment.
- Fluent English and Arabic language skills are a core requirement of the role, with native or near native proficiency including excellent writing skills. An Arabic test will be applied as part of the interview process.

What we offer

- An exciting role in a young and dynamic international organisation with the opportunity to make a real impact by growing the role.
- Emphasis on personal development with close support from a wider team, and opportunities for formal training and organisation-wide knowledge sharing.
- Competitive salary, employer 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 to recruitment@gpgovernance.net. The subject of your email should be "Application Projects Manager 23 YOUR NAME"

1. CV (max 2-page). The filename of your CV should be "Projects Manager 23 YOUR NAME cv" (required)
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 23 YOUR NAME cover." (required)
3. Equal Opportunities Monitoring Form (optional)

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

Terms and conditions

- **Deadline for applications** Sunday 4th June at 23:59 pm. Note that interviews will be conducted on a rolling basis as soon as applications 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 workforce through the attraction, retention, and development of a diverse range of talented people, and particularly welcome applications from underrepresented groups.