



**Creating opportunities for the world's poor**



**Programmes Partnerships Officer, Africa**

**Candidate Pack**

**October 2021**

## About BRAC

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed, and today is a global leader in developing cost-effective, evidence-based poverty innovations in extremely poor, conflict-prone and post-disaster settings. These include programmes in education, healthcare, microfinance, girls' empowerment, agriculture, human and legal rights, social enterprises, a bank, a university, and the world's largest mobile money platform. BRAC employs more than 100,000 people in 11 countries, with a total global expenditure of about \$1.2 billion.

BRAC is also unique among the world's major non-profits in that its overall budget is majority self-financed. In Bangladesh, where BRAC was founded and is the location of its global headquarters BRAC self-funds over 70% of its annual budget from its own socially-responsible businesses.

BRAC has been ranked as the number one NGO in the world for five consecutive years by the Geneva-based NGO Advisor, an independent media organisation committed to highlighting innovation, impact and governance in the non-profit sector.

"Pragmatic, adaptive, BRAC can now play any game, whether using for-profit or non-profit approaches, to face and challenge systems of inequity," said NGO Advisor in its review of BRAC. "BRAC ticks every box this year, with extra scoring for the clarity of its five-year strategic vision and its willingness to expand its international outreach. Today, BRAC is more than a reference; it is leading the non-profit world toward its next degree of efficiency and leverage" said NGO Advisor Editor-in-Chief Jean-Christophe Nothias.

BRAC's programmes are implemented by BRAC country offices in 11 countries and BRAC also supports partners, including governments and civil society organisations in 5 other countries through BRAC's Ultra Poor Graduation Initiative.

## About BRAC UK

BRAC UK was founded in 2006 and is one of the four members of the BRAC Global group – also including BRAC Bangladesh, BRAC International and BRAC USA. It is a very exciting time of transition for BRAC at the moment, with a new, ambitious global strategy in place which aims to reach over 250 million people by 2030. A new Global Board was formed in 2019 to oversee the global strategy and in 2020 concluded agreements with these four BRAC entities to define its role and mandate.

BRAC UK supports BRAC's development work around the world through fundraising, contract management and donor relationship management. We also provide specific expertise in the areas of inclusive business approaches, innovative financial tools, private sector partnerships, and disability inclusion. BRAC UK plays a key role in BRAC's work engaging with and influencing policy makers and practitioners to tackle extreme poverty.

# Job Description

<b>Job Title:</b>	Programme Partnerships Officer, Africa
<b>Reports to:</b>	Programme Partnerships Manager, Africa
<b>Location:</b>	Southwark, London
<b>Salary:</b>	From £31,213
<b>Term:</b>	Fixed term contract 12 months - full-time

## Key Relationships of particular importance for this role

**Internally** - BRAC UK (CEO, Partnerships Team, Finance Team, and Communications Team), BRAC International, BRAC Bangladesh, BRAC Country Offices.

**Externally** – Institutional Donors, Partner Organisations, External Consultants

## Main Purpose

The objective of the Programme Partnerships Officer role is to improve the quality of our grant management and reporting, by ensuring that internal information on all our projects is up to date and accurate, enabling the provision of timely information to donors. This is a fixed term contract for 12 months to cover maternity leave.

## Responsibilities

### 1. Grant Management – Reporting (60%)

Support Programme Partnerships Managers with grant management of BRAC UK projects in coordination with in-country Project Managers in Africa which includes the countries of, Sierra Leone, Liberia, South Sudan, Tanzania and Uganda.

- Create and manage a reporting calendar across BRAC UK's Africa grant portfolio.
- Provide timely actions for the completion of narrative and financial reports, liaising with Project Managers and Finance teams.
- Gather, verify and edit input from Project Managers in order to create internal quarterly reports.
- Use internal reports as a base to create external reports and submit to donors on time.
- Support the Finance team to ensure payments from donors to BRAC UK, and onwards to BRAC country programmes are completed to schedule.
- Ensure any requests for additional information from donors receive timely and accurate responses.
- Oversee donor agreements to suggest and implement timely measures such as contract amendments, and log frame revisions, and advise in-country teams on donor compliance requirements.
- Support internal and external audit requirements in respect of donor contracts and donor reports.
- Undertake field visits to monitor and report on the project status, in collaboration with BRAC UK finance team.
- Prepare short briefings on the status of the contracts.

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## **2. Grant Management – Project start up and due diligence (20%)**

- Support preliminary assessment requests and grant set up procedures from donors, including due diligence checks, contract development and liaising with Funding Managers (e.g. Mannion Daniels, PwC).
- Facilitate sub-grant agreements between BRAC UK and BRAC entities, and ensure compliance.
- Facilitate agreements between BRAC entities and partners, and ensure compliance.
- Support project management training (e.g. preparing contract management guidelines and supporting documents) for country offices to ensure clarity and promote successful implementation.
- Oversee knowledge management, ensuring all information regarding projects is accurately recorded in a timely manner on Google Drive, including implementing a naming protocol, auditing existing folders and ensuring ongoing compliance.

## **3. Business Development (20%)**

- Support internal decision-making processes (project prioritisation, Go-No-Go, donor and partner due diligence) when assessing the funding pipeline.
- Update the Salesforce pipeline tracking system.
- Support Programme Partnerships Managers in the preparation of concept notes and proposals to donors and investors.
- Assist the wider Partnerships Team in working towards active donor and partner engagement and mapping donor priorities.
- Other business development responsibilities as required by the Deputy CEO and Director of Partnerships.

# Person Specification

	Essential	Desirable
<b>Qualifications</b>	Undergraduate degree	Undergraduate degree in international development, international relations, law, business, finance or another relevant subject.
<b>Experience</b>	At least two years' relevant experience working in an international NGO	Experience working with grant makers such as Big Lottery Fund and Comic Relief
	Working knowledge of major institutional donors, such as DFID, DFAT and the EU, including donor contracting, grant agreements, reporting standards and audit processes	Experience gathering information and working with colleagues and / or partners in East Africa and South Asia
	Experience reporting to donors	Understanding of risk management and programmatic quality assurance
	Understanding of safeguarding issues in the INGO sector	Experience of large, multi-entity organisations and their internal processes
<b>Skills</b>	Excellent report writing skills with the ability to present complex data and knowledge in a simple, concise form	Advanced use of Microsoft Office, Salesforce, and research and presentation tools.
	Meticulous attention to detail and adherence to deadlines	
	A good understanding of project budgeting and strong numerical skills	
	Ability to build positive relationships remotely with a range of people in different countries	
	Ability to manage competing deadlines and respond quickly to shifting priorities	
	Able to work independently.	
<b>Qualities</b>	Energetic, determined & dedicated with a passion for BRAC's mission	Experience working with grantmakers such as Big Lottery Fund and Comic Relief
	Able to use initiative to solve problems	Experience gathering information and working with colleagues and / or partners in East Africa and South Asia
	Self-motivated and results-driven	Understanding of risk management and programmatic quality assurance
	Able to prioritise and work to deadlines	Experience of large, multi-entity organisations and their internal processes
	Able to keep track of and manage a range of parallel tasks, stakeholder needs and complex information sets	Experience working / volunteering in countries in the Global South
	A good team player	
	Willingness and ability to travel regularly to Africa and Asia	
	Able to work effectively and respectfully in a multicultural environment	
	Ability to work effectively at a distance from colleagues in Africa and Asia using communications technology	
	Cognisant of safeguarding requirements and willing to put the needs of programme participants first	

## Equal Opportunity Policy

BRAC UK has an equal opportunities policy and ensures that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

## Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC UK.

## Terms

This is a 12 month contract based on a 35 hour week (plus one hour for lunch, unpaid). The employee staff handbook details other terms and conditions of employment.

## Salary and pension

The salary for this post is from £31,213 per annum. Salary increases are considered annually, although the organisation is under no obligation to increase salaries year on year. New employees are eligible to join the NEST pension scheme to which the company makes a matched contribution of up to 6 per cent of salary per annum.

## Holidays

Leave entitlement is 25 days per annum pro rata in addition to the statutory holidays, increasing by 1 day per year (after one full calendar year service), to a maximum of 30 days.

## Location

In the current climate, BRAC UK employees are in the office 2 days per week and home-based for the remaining 3. The post is usually located at the BRAC UK office in Southwark. Our office is a short walk from Waterloo Station.

## Next steps

**Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.**

Send your CV and covering letter, outlining how you meet the role requirements, in no more than 2 pages to [recruitment@bracuk.net](mailto:recruitment@bracuk.net) (mark 'Programme Partnerships Officer, Africa' in subject line). Please note only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you have not been selected to proceed.

**Closing date:** 1<sup>st</sup> November 2021