

Role Title

EC School Programme - Project Manager

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Full Time	PB6/G	Baghdad	20 Months	Deputy Programme Director

Role purpose

To support the deputy programme director in the delivery of a large scale education programme through leading in the delivery of activities under programme components in accordance with the contractual funding agreement, technical proposal, logical framework analysis, budget, timeline and British Council's policies and procedures.

The programme's main objectives include:

- Increasing enrolment rates by analysing the main causes of low enrolment and developing strategies to address the differential rates. (Component 1)
- Raising the quality of education at primary and secondary school level by building capacity to enhance the curriculum, particularly in the area of human science and peace education, and to support children with particular needs, including those with disabilities, children with special needs, IDPs, refugees, education for children with Post-Traumatic Stress Disorder (PTSD).(Component 2)
- Increasing access to education for children with disabilities through the collection of baseline data, updating legislation and the curriculum, capacity building and awareness-raising.(Component 3)
- Raising the quality of education through enhanced quality assurance of schools against standards. (Component 4)

The British Council is recruiting this post to resource The EC school funded programme " Capacity Building in Primary and Secondary Education " .

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK

and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust. We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Geopolitical/SBU/Function overview:

The programme is currently focusing on limited number of provinces under the Access components but already extended to all over Iraq under component 4, the post holder will be asked to manage and deliver work across all over the country and as needed .

Main opportunities/challenges for this role:

The post-holder will need to provide support to the programme team and the delivery of the programme and as needed, this will include logistic, technical and administrative and as required. Travel across Iraq is a one of the essential requirement for this post.

to the British Council Programmes team. This may involve supporting two or more specific

Main Accountabilities, responsibilities and main duties:

- Projects and services are delivered within budget, on time and to agreed quality standards to satisfaction of line manager.
- Actively manage project risks and resources
- Monitor budgets and effective use of SAP finance system
- Identify, develop and maintain active relationships and networks as agreed with Line Manager.
- Maintain market knowledge and awareness in order to identify potential opportunities
- In cooperation with Marketing / Communications staff ensure that activities are publicised and receive media coverage
- Monitoring and evaluation is carried out to corporate standards and methodology and reports presented.
- Develop and maintain database of contacts.
- Explore and identify opportunities to support the BC's Equal Opportunity and Diversity strategy.
- Full compliance with British Council policies, processes and standards.

Key Relationships:

External

- Iraqi and KRI Ministries of Education, Higher Education, Culture and Heritage.
- British Embassy
- EU Delegation, DFID and other Donors

- Ministries of Education , Labour and Social Affairs , NGOs , European Union delegation in Baghdad , UN organisations, and community leaders.
- NGOs, local teachers associations and social activists

Internal

- Country Director, Programme Director, Deputy Programme Director, procurement and finance teams.

Other important features or requirements of the job:

Working hours are variable according to events and can include evenings and occasional weekends. The role includes representing the British Council at external events where appropriate. On certain days it may be necessary to work longer hours to cater for externally imposed deadlines.

Travel may be required throughout Iraq and within the MENA region.

The British Council is an Equal Opportunities employer and is committed to creating as diverse a team as possible in Iraq.

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Iraqi and/or valid work permit residency	Required
Person Specification:		Assessment stage
Language requirements (DELETE IF NOT APPROPRIATE)		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> • Excellent spoken and written English (Level B2) 		Shortlisting & Aptis Test
<ul style="list-style-type: none"> • Fluency in written and spoken Arabic 		Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> • University Degree 	<ul style="list-style-type: none"> • University degree or Qualifications in Education 	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Minimum 2 years' experience of project management in related field 		Shortlisting AND Interview
British Council Core Skills		Assessment Stage
<p>Planning and organising (level 2) Plans ahead Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p>		Interview

<p>Managing Finance and Resources level 3 Supports budget management Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.</p>	Shortlisting AND Interview
<p>Managing projects level 3 Leads smaller projects Analyses requirements with the sponsor/stakeholders, defining the specification, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects.</p>	Shortlisting AND Interview
<p>Developing business level 2 Analyses trends Researches markets and conducts cost/benefit analyses to identify new opportunities or recommend improvements to current initiatives.</p>	Shortlisting AND Interview
<p>Using technology level 2 Operates as an advanced user Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use.</p>	Shortlisting
British Council Behaviours	Assessment Stage
Working together (More demanding): Ensuring that others benefit as well as me	Interview
Being accountable (More demanding): Putting the needs of the team or British Council ahead of my own	Interview
Making it happen (More demanding): Challenging myself and others to deliver and measure better results	Interview
Connecting with others (More demanding): Actively appreciating the needs and concerns of myself and others	Interview
Shaping the future (essential): Looking for ways in which we can do things better	Required for the role but not assessed during the application stage
Creating shared purpose (essential): Communicating an engaging picture of how we can work together	Required for the role but not assessed during the application stage
Prepared by:	Date:
Ammar Tariq	26 July 2018