

## Programme Manager, Opening Extractives, EITI International Secretariat

The Extractive Industries Transparency Initiative (EITI) International Secretariat has, together with Open Ownership, launched a new global programme, Opening Extractives, with the aim of deepening beneficial ownership transparency in the extractives sector and reducing corruption risk.

The EITI is now recruiting a Programme Manager who will be at the heart of the Opening Extractives Programme Management Unit comprised of Directors from each organisation. This new position involves responsibility for developing and managing the ambitious programme that will support 8-10 resource-rich countries in developing systems to disclose high quality beneficial ownership data, build capacity of stakeholders to analyse the data, and mobilize global support for beneficial ownership transparency. The Programme Manager role will be responsible for day-to-day programme management, monitoring, reporting, and quality assurance, all of which are essential for ensuring the overall success of the programme.

This position offers the chance to work in an international and vibrant working environment helping citizens of resource-rich countries benefit from their natural resources and to work on subjects at the cutting edge of development, anti-corruption and the extractive industry.

The EITI International Secretariat is located in Oslo, Norway. We offer a competitive salary and will consider requests to provide financial support to contribute to relocation costs to Oslo based on circumstances and financial need. We will also consider applicants who want to join on a remote working contract from London or a European location within easy reach from Oslo.

### Key responsibilities

- Developing and implementing a management framework for the programme to ensure it achieves its objectives as set out in the funding proposal and further agreed changes.
- Managing the monitoring, evaluation and learning framework of the programme ensuring sufficient data collection is ongoing throughout the project to monitor and evidence the programme's impact
- Overseeing day-to-day management, with an emphasis on ensuring quality assurance and the overall success of the programme in line with the Programme's adaptive learning and decision-making approach.

- Supporting regional teams in developing country engagement and technical assistance strategies for country implementation.
- Coordinating, planning and reporting of resources and activities across the programme, with support from the finance team.
- Coordinating the communications and stakeholder engagement strategies with the communications team and relevant staff from each organisation.
- Leading on adaptive learning, developing high-quality impact narratives, and financial reporting to donors and key partners.
- Liaising and coordinating with partner organisations and building strategic partnerships to establish support for the programme objectives.
- Creating, updating and implementing policies and procedures to ensure efficient programme execution across two organisations.

### **Required qualifications and experience**

- Relevant advanced university degree. Bachelor's degree and Master's degree is required.
- 5-8 years of successful experience with project management having developed skills and proven ability to coordinate related work streams across teams: setting up, managing and monitoring high value, complex international projects.
- Experience of working in an international environment and with international partners is required.
- Experience of managing or working on action research projects or adaptive programmes is a strong advantage.
- Experience working on issues related to open government, corporate transparency, anti-corruption or natural resource governance is desirable.
- Strong interpersonal skills and the ability to work flexibly with a wide range of team members, while retaining the ability to act independently.
- Experience of working with remote teams using digital tools is an advantage as is regular contact with people in diverse countries and time zones.
- Demonstrable ability in administration, financial management, award compliance and sub-award management, and tracking activity performance and costs.
- An eye for detail with a demonstrated ability to develop and keep meticulous records and documentation and analyse written and numerical data.

- A problem solver who is undaunted by complex projects and issues that may arise, and who is able to resolve issues swiftly and collaboratively.
- Ability to influence stakeholders, through a combination of strong writing, presentation and networking skills.

### **Salary Information**

The salary band for this position would be annual gross NOK 700,000-750,000. This is if relocating to Norway and joining EITI on a permanent contract.

For other locations, final amounts will be negotiated on appointment but the salary band would be equivalent to GBP58,000-62,000. If working remotely, an appropriate daily rate will be agreed.

### **How to apply**

To apply please visit our website or go directly to our application portal Wecruiter no later than 10 December 2020. First interviews will be held in the second part of the week beginning 14<sup>th</sup> December; please add any availability issues to your cover letter.

Please note that we will not process applications received via email.

Wecruiter Link: <https://22200800.webcruiter.no/Main/Recruit/Public/4312433815>