

act:onaïd Job Description and Person Specification

DJob Title:	Cost Recovery Project Manager		
Directorate/Cluster:	Resource Mobilisation and Innovation	Unit/Team:	Institutional Funding
Grade and Salary:	GS Grade D	Contract Type:	Fixed Term 12 Month Contract – Full Time
Location:	London	Budget Holder:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Reports to: <i>(incl matrix reporting)</i>	Grants and Compliance Lead		
Direct Reports :	N/A		
Matrix Reports:	N/A		
Operational Remit:	Global <input type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input checked="" type="checkbox"/> Global Secretariat <input type="checkbox"/>		
DBS (CRB) / Police Check:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Job Role			
Role Overview:	<p>The Project Manager will lead on roll out of the AA cost recovery policy and supporting training programme across the federation, as well as the design, development, and implementation of additional supporting tools/cost recovery practices to ensure informed decision making is embedded across the federation to enable financial sustainability. Main responsibilities include:</p> <ul style="list-style-type: none"> • Project management: project implementation, management, monitoring and evaluation, project team coordination, stakeholder management and communications • Managing (and refining where necessary) the development and roll-out of the AA cost recovery policy and practices, including the roll out of the training programme and ongoing development of expert trainers, ensuring use of the AA policy, guidelines and tools, defining roles and responsibilities, and developing control documents • Leading on the internal recruitment of additional personnel to support training delivery across the federation • Influencing, negotiating and working with other key project teams to ensure that all systems support cost recovery practices, informed decision making, management and tracking. • Network and engage with internal and external stakeholders across a range of functions to both collect and disseminate up to date sector cost recovery information. 		
Areas of Responsibilities	Key Activities		

<p>1. Strategic Leadership & People Management</p>	<ul style="list-style-type: none"> • Functional and general management contribution to the senior leadership team taking a whole GS and Federation perspective • Develop a team culture that values collaboration internally, cross functionally and in partnership with countries
<p>2. AAI Values Practice & Strategy Change Priorities</p>	<ul style="list-style-type: none"> • Leading Innovation and Change Establish a culture of excellence in respective team that values experimentation and continuous improvement • Feminist Leadership: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) • AAI Values Practice: Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility
<p>3. Delivery on Strategic Priorities</p>	<p>Project Design, Management, Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Accountable for developing/refining the project plan and core project documentation and tools - keeping it updated with clear task definition, timelines, milestones, resource allocation and control framework • Manage project deliverables and performance, including identifying problems, designing and implementing appropriate solutions • Leading on risk assessment, identifying risks and developing mitigation plans whilst escalating high risks to the Grants and Compliance Lead where appropriate and necessary • Refine the project monitoring, evaluation and reporting framework and tools. Collate periodic progress; analysis and reports against project milestones
	<p>Training Team coordination, stakeholder management & communications</p> <ul style="list-style-type: none"> • Refine and communicate the training team terms of reference and the training engagement and roll out plan (ToR) • Providing strategic direction and operational co-ordination to the training team, ensuring that the team works collaboratively to ensure continuity, synergy and best use of resources. • Develop and implement stakeholder management and communications plan, covering engagement with key decision makers and stakeholders across the federation, communications and information dissemination activities to keep all stakeholders informed on project progress (develop presence across internal platforms e.g. Teams/SharePoint/Yammer etc.) • Influence, negotiate and collaborate with other project teams e.g. Global Financial System and CMS Project Teams to ensure that the systems adequately support cost recovery practices,

	<p>decision making is aligned with Grant/Funding requirements, management and tracking.</p> <ul style="list-style-type: none"> • Work towards embedding the recently agreed internal cost recovery policy across the federation • Develop work on cost classifications in coordination with the finance team to support the cost recovery policy • Develop and coordinate General Secretariat approach to recovery for GS contracted restricted funding • Provide adhoc support where necessary to country teams relating to cost recovery practices <p>Training rollout, materials development and testing</p> <ul style="list-style-type: none"> • Implement roll out plan on the cost recovery practices Federations wide. • Develop materials to complement the core training to be delivered at inception workshops, inductions and webinars and other training sessions on different aspects of cost recovery – from a financial perspective and non finance personnel perspective. • Promote cost recovery training, coaching and mentoring support • Collate feedback and input from a range of stakeholders across the Federation to continue to improve processes and adjust as appropriate. <p>Internal and external networking</p> <ul style="list-style-type: none"> • Develop and coordinate a community of practice on cost recovery: trainers, experts and good working practice • Participate in external NGO networks and other initiatives that seek to influence the cost recovery practices for institutional donors
<p>Education, Language & Qualifications</p>	<ul style="list-style-type: none"> • Undergraduate degree and/or professional qualification in Accounting, Finance, Business Studies, Auditing, Economics or related field. • English Language proficiency.
<p>Essential Knowledge, skills and Experience</p>	<ul style="list-style-type: none"> • Solid experience of working with an NGO in progressively senior finance management positions with cross organisational perspective and working on development of cost recovery practices. • Good experience and understanding of chart of accounts, coding and analysis coding. • Good experience of working institutional donors such as EU, ECHO, DFID, USAID and UN

		<ul style="list-style-type: none"> • Proven track record of good of complex. planning and budgeting processes including the ability to provide clear guidance on donor policies and procedures. • Comprehensive understanding of financial reporting, review and analysis • Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment, often at a distance. • Ability to prioritise own workload and work with minimal supervision • Demonstrated experience of designing and delivering training and coaching to a wide audience . • Proven experience of work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices.
Desirable Knowledge, skills and Experience		<ul style="list-style-type: none"> • Experience of working in a global team and providing support from a distance. • Knowledge of Human Rights Based Approach (HRBA).
Competency Profile		
Leading Organisation	Strategic Perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change Management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
Leading Others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationships	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading Self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities