



JOB DESCRIPTION

POSITION: International Programme Manager
DEPARTMENT: International Development Foundation, ILCU
REPORTING TO: International Development Foundation, CEO

The Irish League of Credit Unions (ILCU) International Department seeks to recruit a suitably qualified professional to be based in Dublin for the following post:

Background:

The mission of the International Department Foundation of the Irish League of Credit Unions (Foundation) is to alleviate poverty in developing countries by supporting credit unions and their representative bodies through the provision of financial and technical assistance. Over the last thirty years, the Foundation has worked to strengthen the role of credit unions and savings and credit cooperatives by sharing the success of the Irish credit union movement and the experience of international partners. The Foundation uses its experience to provide contextually appropriate transfer of skills and expertise to our partners, helping them to develop sustainable structures, procedures and practices to alleviate poverty. The Foundation has expanded considerably in recent years and supports a wide portfolio of innovative credit union partners - from rehabilitating/establishing credit unions to assisting large and long standing credit unions in Africa and Eastern Europe. We are also delivering credit union projects with funding from Irish Aid, IFAD and a number of other donor agencies, in line with best international practice.

Consistent with our ambitious new strategic plan we are aiming to continue improving the quality and lasting impact of our work globally while significantly increasing our external funding sources.

Main purpose of Job:

The International Programme Manager will be responsible for managing major current projects, developing donor proposals, securing new funding, monitoring & evaluation and impact assessment in the Foundation.

Job type:

Permanent Position

Main duties

Project Management:

- Ensure full project cycle management of all major co-funded projects, including planning, design, implementation, monitoring and evaluation.
- Work with key Foundation staff and international partners to ensure effective management of Foundation projects, ensuring a focus on the strategic needs and priorities of international partners.
- Perform overseas monitoring visits to key Foundation projects when required.
- Ensure management reporting systems are in place from partners and Foundation project staff.
- Enhance the Foundation's internal technical assistance strategy in order to strengthen the capacity of the Foundation's and international partners to improve the lives of the poor on a sustainable basis.
- Support the capacity building of the Foundation and its partners by managing the development the Foundation's organisational capacity assessment tool and associated roadmaps for selected Foundation partners.
- Work in collaboration with the Foundation Finance & Compliance Officer to ensure donor compliance.
- Lead on the development and revision of key Foundation policies.
- Represent the Foundation at various meetings with donors, government officials and other organisations as required.
- Provide briefings to the Foundation's board as requested by the CEO.

Staff Management:

- Manage the Foundation's programme staff in a pro-active manner, through regular calls, meetings and the use of the Foundation's performance appraisal system.
- Maintain the Foundation's Technical Assistance Database and use it as a resource in recruiting consultants for short term programme support as required.
- Ensure all Foundation consultants are issued with a contract (including a terms of reference) approved by the CEO.

Monitoring, Evaluation, Impact Assessment:

- Ensure that the Foundation's monitoring, evaluation, impact assessment policy is being implemented and develop new M&E tools as required.
 - Review the Foundation's current initiatives to measure long-term impact.
 - Ensure mechanisms are in place to embed the findings from monitoring and evaluation data into current Foundation's programmes and future programme design.
 - Ensure the Foundation's programmes effectively mainstream cross-cutting issues.
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New Project Development:

- Support research and develop new project ideas, focusing on credit union partners' strategic needs and external funding opportunities with Business & Innovation Manager
- Lead on the development, coordination and management of new project proposals: proposal writing and coordination of input from relevant Foundation staff, partners and other key stakeholders.
- Support international partners in leading on the development of in-country new project development, including proposals and budgets.

Others:

- Actively contribute to the mid-term review of the Foundation's strategic plan and the development of actions points linked to the Foundation's strategic areas.
- Undertake as required other tasks related to the Foundation's activities.

Person Specification

Essential:

- Considerable project management experience ideally in an overseas context.
- Strong track record of staff & project management.
- Graduate or equivalent in a relevant discipline e.g. Development, International Politics etc.
- Proven experience in securing institutional donor funding, proposal development and reporting to donors.
- Commitment to capacity building international partners.
- Past experience in monitoring, evaluation and results based management.
- Excellent interpersonal and written communication skills with experience in producing high quality reports and proposals.
- Excellent administration and organisational skills. Strong financial management skills.
- Understanding of international microfinance/credit union development.
- Ability to multi-task and proven experience to be pro-active.
- Enthusiastic and flexible work attitude: the ability work productively in a team and independently; prepared to work outside normal working hours when needed.
- Interested in working as part of a small team and making a real contribution.
- Willingness to travel overseas to developing countries for short visits four times a year.

Desirable:

- Post graduate qualification in a relevant discipline.
- Past experience working in international microfinance/credit union development.



- Commitment to and familiarity with the principles and ethos of the credit union movement.
- Experience in capacity building local organisations.

Please submit CV with Cover letter via email to:

Margaret Davern, Chartered FCIPD, HR Adviser,

Irish League of Credit Unions,

33 – 41 Lower Mount Street, Dublin 2.

Email: mdavern@creditunion.ie

Closing date for applications is 8th February 2021

The Irish League of Credit Unions is an equal opportunities employer.

The ILCU International Development Foundation is registered in Ireland, registered charity number 20024314.
