



JOB ADVERTISEMENT

SENIOR STTA ENGAGEMENT MANAGER (MAT COVER) - CSSF GLOBAL MEL PARTNERSHIP

Fixed-term contract of minimum 3 days per week,
home-based in the UK.

November 2020



INTEGRITY

**CELEBRATING
10 YEARS
OF SERVICE**

R-ID-131

Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change.

We work across all phases of the programme and project cycle, delivering ten complementary services: research, evidence and analysis / monitoring, evaluation and learning / data and knowledge management / programme and project management / grant and fund management / risk management / technical assistance / capability and capacity development / stakeholder engagement / communications. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 50 specialists deliver a diverse and global portfolio of projects for a range of government clients and international institutions including DFID, USAID, the FCO, US State Department and the World Bank.

We are guided by an organisational vision, mission and commitment.

Vision: Integrity sets the international standard for ethically delivered, expert services in conflict, post-conflict, and fragile contexts. We transform conflict and build stability, accountability, and prosperity.

Mission: We help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend, and recommend.

Commitment: We uphold the highest ethical standards in our service delivery, our employment of staff and our interaction with people. This ensures not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work. See our values [here](#).

Further information about Integrity can be found at www.integrityglobal.com.

Project Background

The UK government funds over £1 billion in programming per year through the Conflict, Stability and Security Fund (CSSF). Operating in over 70 countries, CSSF is central to the UK government's work overseas. CSSF has contracted Integrity Research and Consultancy, and our partner LTS-Niras, to support the development of a stronger, more agile and more sustainable 'ecosystem' for monitoring, evaluation, learning and their application in decision-making. To achieve this we shall, among other things:

- Support CSSF in putting in place effective M&E frameworks, processes and tools, including evidence synthesis, at Fund and portfolio levels; and sharing promising practice at programme level;
- Support CSSF in developing and implementing a capability-building strategy for MEL;
- Strengthen CSSF organisational learning processes and incentives and support CSSF systems for the commissioning and use of applied research; and
- Enhance CSSF use of digital tools in MEL knowledge management.

The programme is currently into its transition phase, which includes scaling up the project team to meet the anticipated requirements of project implementation.

Scope of Work

Access to high quality and readily available short-term technical assistance (STTA) is crucial for GMEL's ability to deliver its portfolio of interventions. The pool of STTA will consist of specialists and advisers who can be engaged on a discreet or recurring basis on specific assignments, and who can add value by applying their subject-matter expertise as well as supporting operational surge capacity.

STTA will typically be engaged to deliver on specific interventions. However, they might also be engaged to support across interventions, such as by providing technical advice to intervention teams across a key thematic, or by supporting a specific technical methodology. Moreover, STTA may also be drawn upon to support internal project initiatives.

Given the size of the STTA pool and the variety of additional technical and operational support the CSSF will need throughout implementation, the project will deploy the skills of a **Senior STTA Engagement Manager**. This role will facilitate access to STTA quickly and flexibly. It will be responsible for the following:

Engagement and relationship management:

- Primary point of contact with the STTA bench and maintain check-ins with key strategic STTA.
- Disseminate specific opportunities and provide regular project updates to STTA bench.
- Collaborate with the Senior/Leadership Team to identify expertise requirements, including support with designing of terms of reference.
- Compile and submit shortlists to Senior/Leadership Team for decision-making.
- Support contract negotiation as required.
- Actively maintain and broaden the network of STTA contacts, anticipating likely future requirements.

On-boarding and compliance:

- Manage STTA on-boarding, including contacting and setting up/managing inductions.
- Undertake reference checks (for new STTA) and ensure compliance/sign-up to project policies.
- Support to Security Clearance process for STTA (where relevant).

Delivery and administration:

- Own and implement the STTA Management Protocol and Guidance Note, and STTA engagement systems and processes, including management of STTA database/matrix.
- Support STTA transition into intervention teams.
- Coordinate the STTA delivery review (post-intervention/activity).
- Participate in core team meetings and events as required.

The role will be **home based and/or UK based**. The anticipated start date for the role will be late January-early February 2020, to allow for a month's overlap with the current Senior STTA Engagement Manager.

The role will be a **minimum of 3 days a week**. We are open to exploring an additional 1-2 days depending on applicant's availability.

Your Experience and Expertise

The following experience and expertise required for the role is as follows:

- 8+ years relevant experience.
- Experience engaging, coordinating and negotiating with senior experts.
- Experience with contract management and in a consultancy company delivering contracts to HMG.
- Understanding of HMG programming/experience working with HMG.
- Experience in delivering international development projects.
- Experience using excel and online platforms, and confidence using online tools and templates.
- Multitasking and attention to detail.
- Excellent interpersonal and influencing skills.

Languages:

Written and oral fluency in English, with the ability to write concisely and persuasively.

Security Clearance:

Eligibility for UK Government security clearance is required. This means having lived in the UK for two of the past five years, including a period of 12 months consecutive residency in the UK.

Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> • Ethics • Leadership • Planning and Organising • Development and Continual Learning • Results Focus and Initiative • Teamwork • Customer Orientation • Communication • Managing Change 	<ul style="list-style-type: none"> • Analytical and Flexible Thinking • Achievement Focus • Managing Resources • Teamwork and Team Leadership • Customer Orientation • Influencing • Organisational Knowledge • Organisational Alignment • Strategic Thinking • Accountability • Developing Talent

How to Apply

If you are interested in applying for this position, please complete the application form at <https://www.integrityglobal.com/opportunities/apply-sm/> and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **30 November 2020**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the UK.

Integrity is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.



**LISTEN
COMPREHEND
RECOMMEND**