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## Programme Coordinator

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<b>Job purpose summary:</b>	To provide high-quality coordination, communications and administration in relation to all aspects of Mokoro's consultancy programme
<b>Salary:</b>	£23,000-28,000 (dependent upon qualifications and experience)
<b>Location:</b>	Oxford, UK
<b>Reporting to:</b>	Business and Operations Manager

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### A. About Mokoro

Established in 1982, Mokoro is a UK-based not-for-profit consultancy firm providing technical expertise in economic and social development. Mokoro has undertaken more than 600 consultancy assignments in 73 countries, for national governments, multilateral and bilateral aid agencies, and NGOs. Mokoro's core areas of expertise are: Aid Effectiveness; Land, Livelihoods and Natural Resources; Public Policy and Management; Reviews and Evaluations.

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### B. Job description

The Programme Coordinator is part of Mokoro's small busy Oxford-based team, and is responsible for contributing to the effective coordination of Mokoro's consultancy programme. The Programme Coordinator works closely with the Business and Operations Manager, Finance Manager and Consultants in developing and managing a substantial consultancy portfolio.

#### Programme Coordination and Administration

- Support in the identification and response to appropriate new consultancy opportunities, in consultation with the Business and Operations Manager and Principal Consultants
- Contribute to the preparation of EOIs, proposals and competitive bids, ensuring these meet corporate standards
- Negotiate, prepare and monitor client and consultant contracts, in consultation with the Business and Operations Manager and Finance Manager
- Assist in the preparation and monitoring of consultancy assignment budgets, maintain records and financial information
- Ensure Quality Support for assignments is in place and coordinate assignment report production and debriefing (where relevant)
- Ensure invoicing and payments relating to client and consultant contracts, in consultation with the Finance Manager
- Develop and maintain client, consultant and consultancy records (e.g. regular inputs into Mokoro's Management Information System, preparation of Assignment Summaries, consultant summary information)

#### Communications

- In consultation with other members of the Mokoro team, coordinate Mokoro's website content and e-communications (e.g. Twitter, e-bulletins)
- Provide support to members of the Mokoro team in relation to the management of external events, including quarterly Mokoro Seminars
- Provide inputs to, and ensure consistency and quality with respect to Mokoro's written communications (e.g. Quarterly Newsletter)
- Prepare and disseminate internal information, including new opportunities, weekly updates to the core team, written/ verbal inputs into Team and Council meetings

- Act as the first point of contact for external communications to Mokoro’s general email inbox, ensuring enquiries are dealt with efficiently and records maintained

**General**

- Contribute to knowledge management and learning at Mokoro, e.g. in the development of improved systems and content relating to Mokoro’s consultancy delivery
- Contribute to internal meetings, planning and monitoring processes
- Provide ad hoc support to the Mokoro team with respect to IT trouble-shooting, liaising with suppliers and contractors as necessary
- Any other reasonable task as assigned by line manager

**C. Person specification**

**Knowledge, skills and experience**

- Graduate degree in a relevant discipline (e.g. social sciences, economics, international development)
- Knowledge of the aid and development sector, including good awareness of key agencies, donors, and other actors
- At least 2 years relevant project management experience gained in either the voluntary, private or public sectors
- Proven expertise in developing and maintaining productive relationships with clients and partners
- Experience of producing high-quality written communications materials for different audiences and through a variety of channels
- Sound budgeting and financial management skills , and some experience of contract management would be a distinct advantage
- Excellent multitasking and prioritisation skills, and ability to manage a wide and varied workload
- Flexible self-starter with proven ability to work effectively both independently and as part of a team
- Advanced level of IT competency in all standard MS packages (including proficiency in Excel and ideally other databases, such as Access/Sage)
- Commitment to Mokoro’s approach to collaborative working and high quality consultancy work

**D. General terms and conditions**

<b>Hours:</b>	This is a full-time position, based on a 37.5 hour week. Office hours are 9am to 5.30pm Monday to Friday.
<b>Leave:</b>	Annual leave entitlement is 24 days, plus all English public holidays.
<b>Salary:</b>	Salary is paid monthly in arrears by credit transfer.
<b>Pension:</b>	The salary is calculated to include pension contributions (if requested). Mokoro can arrange contributions to a pension plan.
<b>Probationary period:</b>	There will be a three month probationary period for this post, with a review carried out after six weeks, and again after 3 months.
<b>Notice:</b>	Two weeks notice during the probationary period; two months notice upon satisfactory completion of probationary period and confirmation into post.

**E. How to Apply**

Please email your CV and covering letter outlining why you feel you are a suitable fit for this role at Mokoro to [mokoro@mokoro.co.uk](mailto:mokoro@mokoro.co.uk) clearly indicating ‘Programme Coordinator’ in the subject header, by **16.00 on Tuesday 13 December.**

Interviews will be held at our office in Oxford, on Tuesday 20/Wednesday 21 December. Due to the level of interest in positions with Mokoro, unfortunately we are only able to contact candidates who are shortlisted for interview.

*Please note that applicants must have the legal right to live and work in the UK.*