

## Deputy Programme Manager, Grade-HEO, Islamabad

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Company: Foreign & Commonwealth Office

Location: Islamabad

Category: other-general

Job Description (Roles and Responsibilities) 1Note:All applicants are required to mandatorily fill the complete online application form including the employment and educational details, experience-based segment and the behaviours and technical/ professional skills-based questions. We will be thoroughly reviewing the application forms only for all the required details. Forms that are incomplete in any respect will not be considered while shortlisting for the next stage.Main purpose of job:Trade and Economy Group (Campaign 6) at the British High Commission, Islamabad is looking to recruit three suitably qualified Deputy Programme Managers who can start from 1 June 2024. All three roles are exciting opportunities where you will be leading on programme management of BHC Islamabad's most high profile and complex programmes, as well as indirectly support the new government on what seems to be their top priority: promoting economic reforms.The successful candidates will either join a vibrant Macro-economic Stability and Growth (MSG) team or Private Sector Team (PST) comprising senior advisers and programme managers within the (Campaign Goal 6) Economy and Trade Group at the British High Commission Pakistan. Their details are as follows:Macro-economic Stability and Growth (MSG) teamis the "hub" for macroeconomic reforms for the BHC Islamabad. It focuses on providing technical, economic and policy support to support Pakistan in achieving sustainable and inclusive economic growth. MSG provides technical assistance for higher and fairer tax revenue, better conditions for investment including UK and other foreign direct investment, enhanced trade prospects, and improved macroeconomic management.Role 1: This Deputy Programme Manager in MSGwill be the Programme Responsible Owner of the Revenue Mobilisation, Investment and Trade

Programme (REMIT) in MSG team. REMIT is a £39 million technical assistance (TA) programme supporting Pakistan to implement macroeconomic reforms and improve conditions for high and sustained growth, job creation and poverty reduction. It is being implemented by four implementing partners: AdamSmith International, World Bank Group, His Majesty Revenue and Customs (HMRC), and the UK Government Communications Services. The programme's objectives are in line with the British High Commission (BHC) Islamabad's Country Business Plan which seeks to promote a prosperous and economically stable Pakistan. REMIT's trade and investment advisory is also well-aligned with UK's prosperity agenda and supports the UK's aims of removing market barriers and improving market access in Pakistan. Above all, the team supports Government of Pakistan to deliver its economic reform plans by building Pakistan's capability.

**Role No 2: The Deputy Programme Manager in MSG** will be the Programme Responsible Owner of the Sustainable Energy and Economic Development (SEED) programme in MSG team. SEED is a £37.5 million programme promoting Investments for Economic Development and Climate Action. SEED's current mandate covers improving public investment management including investment facilitation in KP province, increasing ability of Pakistan to access international climate finance and increasing access to renewable energy nationally. It is supporting the Government of Khyber Pakhtunkhwa (GoKP) to improve its public investment management, including planning and financing climate smart infrastructure and other investments it needs for sustainable growth, jobs, and prosperity. The programme made noticeable efforts during the years to address climate challenges including pivoting to respond to 2022 floods and supporting Pakistan's ability to access international climate finance for selected projects. The programme has also contributed to addressing Pakistan's energy crisis by providing experimental financial solutions for the adoption of sustainable energy practices by the industry. SEED also plans to provide short term technical assistance to the newly elected provincial governments to implement critical economic reforms to promote growth and job creation.

**Private Sector Team (PST)** is the private sector "hub" for the BHC Islamabad. It focuses on boosting access to finance for SMEs, exploring climate finance initiatives, and widening and growing the export base. The live PST portfolio is currently just over £200 million. This will increase substantially as two new programmes are in currently the pipeline. As part of the UK strategic priorities, PST is also expected to bring together a stronger offer by harnessing Overseas Development Assistance (ODA) as well as non-ODA levers. This will require exploring alternative delivery options for PST's existing and new programmes (including but not

limited to partnerships with British International Investment, InfraCo Asia, IFC, World Bank, ADB), with a view to optimise development impact whilst leveraging financial resources and managing our portfolio risk.

**Role No 3: The Deputy Programme Manager in PST** will be the lead programme manager for an upcoming programme, on economic transformation which aims to unlock economic transformation, support self-sufficiency, and boost inclusive growth to improve productivity and create good quality jobs for the poorest in society. This programme will create up to over 20,000 full-time jobs in Pakistan, spur millions in investment, as well as catalyse much needed tax and export revenues. This would be achieved by promoting competitive sectors, supporting firms along selected value chains through: (i) better business practices; (ii) investment and improved policy and regulation to unblock market constraints; and (iii) training and specialist expertise to improve productivity. The job holder is also expected to provide programme management support to the SRO of another upcoming project on climate finance. It will aim to crowd in private climate finance using a 'blended finance' approach, complemented by deal-focused technical assistance. Priority programme interventions could include providing concessional, 'de-risking' capital to mobilise private finance into nascent climate mitigation and adaptation solutions and targeted, deals-based technical assistance to help develop a bankable pipeline of climate investments, strengthening the development of Pakistan's capital markets.

Overall Trade and Economy Group (CG6), where these positions reside, is a top performing unit, that offers an attractive and rewarding work environment, and which delivers programme results and provides policy and technical input across the UK mission in Pakistan. CG6 team strives to work together within a positive team environment, make development and career progression a priority, and provide flexibility to deliver results at pace on high-profile priorities while maintaining work-life balance. We reserve the right to review, revise or amend the roles and responsibilities from time to time reflecting the changing needs of business.

**Roles and responsibilities / what will the jobholder be expected to achieve:** All employees of FCDO have a responsibility to embrace the changes of the FCDO as it transforms, building the culture we want to see and delivering our cultural statement in how we lead and behave towards others; how we make decisions and how we get the job done is everyone's responsibility. The role's key responsibilities are highlighted as follows. The role is also expected to evolve to keep up with the BHC's future priorities and the revised ODA settlement. These exciting opportunities are available to both internal CBS looking to transfer laterally or be promoted to HEO, as well as external candidates.

The successful candidates will need to possess strong programme management skills and the ability to work independently to design, mobilise, and deliver programmes throughout the programme cycle. Previous experience in leading internal and external coordination will be an advantage. As the DPM, some of the key responsibilities will include:

**Managing the programme cycle:** Lead the execution of one of CG6 projects in line with the FCDO Programme Operating framework, delivering via a combination of funding modalities (accountable grant, trust fund, and commercial contracts) with minimal supervision. Establish and maintain comprehensive project delivery plans, leveraging Aid Management Platform (FCDO's programmes portal) data for informed decision-making and lesson incorporation. Drive financial management for these programmes ensuring timely and credible team forecasts, identifying issues and trends, and incorporating lessons learned into financial processes. Act as a programme expert for assigned initiatives, ensuring adherence to compliance to FCDO's rules and transparency requirements in line with FCDO's Programme Operating Framework. Oversee the projects annual/programme completion review cycle, ensuring timely planning, resource allocation, and delivery. Implement effective monitoring and evaluation practices to gather necessary data for understanding programme delivery and impact. Build sufficient expertise and understanding of programme activities to be able to provide some level of technical and/or strategic advice to the team leader in cases where the Senior Responsible Officer is on leave or otherwise unavailable.

**Managing Risk and Issues:** Demonstrate proficiency in identifying and evaluating risks, applying mitigation strategies during project mobilization, and maintaining project controls for assurance. Take the lead on delivering and maintaining key programme management documents such as due diligence reports for new partners, programme delivery plans and risk registers. Lead on following up due diligence, audit, and annual review recommendations for the programme. Safeguard FCDO funds by understanding fund flows, identifying fraud risks, and implementing strategies to handle identified fraud cases rigorously and promptly. Lead the follow-up on due diligence, audit, and annual review recommendations for the Programme.

**Engaging team and others:** Serve as the line manager of programme officer(s), actively contributing to their professional development to foster continual improvement in their programme management skills. Regularly interact with commercial contractors, senior officials of DFIs, and senior officials from the Government as well as the Private sector. Support the team by drafting clear and concise project documentation (submissions, information notes,) and quality assuring them before submission to senior management. Proactively liaise with

other programs across the BHC Islamabad portfolio to identify synergies. Corporate Responsibilities: Bear corporate responsibility towards the overall mission, actively participating in various administrative activities such as coordinating BHC events, managing high-level visits, and providing administrative support to CG6 senior management during field visits. Resources managed (staff and expenditure):

All Position holders are expected to line manage one or two programme officer(s). Working patterns:

0800 – 1645 (Monday – Thursday)

0800 – 1400 (Friday)

The timings above are somewhat flexible to the needs of the job-holder. This is a full-time job with expectation that the individual will work from the office following FCDO's relevant guidance.

Any ad-hoc flexible working will be subject to Line Manager's approval. The appointment will be under local terms and conditions of FCDO's "Country Based Staff" and subject to security clearance. Any other information (or specific local Post requirements):

To ensure a successful application it is important that you provide statements with evidence to support against the behaviours mentioned. It is therefore strongly advised that you read the Success Profiles Civil Service Behaviours Framework, which provides more detailed guidance on how the behaviours are defined and the standards expected at the HEO grade. Applicants are encouraged to use the STAR (Situation, Task, Action, Result) format to prepare specific examples of when they have demonstrated these behaviours in their application. Using the STAR format to provide evidence of your skills and experience in your application and at interview helps to give a structure. You briefly describe the situation in which you showed the behaviour, and then explain your task in addressing the situation, what action you took and the result of this. For guidance on STAR method, see amongst others here: A brief guide to competencies - GOV.UK ([www.gov.uk](http://www.gov.uk))

Essential qualifications, skills and experience

1 Essential on arrival: Skills: BA in management studies / economics and finance or similar subjects. 5-7 years of work experience in managing development projects. Experience of managing and delivering development programmes across the programme cycle. Good financial management skills. Good oral and written communication skills. Good commercial, financial and risk management skills. Good oral and written communication skills. Ability to prioritise workload and respond flexibly as new priorities arise. Technical Competencies: Delivering Value for Money Achieving Commercial

OutcomesLanguage requirements:Language: EnglishLevel of language required: FluentDesirable qualifications, skills and experience 1Desirable:Knowledge of the FCDO Programme Operating Framework (PRoF).Programme management qualification such as PMP or Prince IIRequired behaviours 1Making Effective Decisions, Managing a Quality Service, Delivering at Pace, Communicating and InfluencingApplication deadline 123 April 2024Grade 1Higher Executive Officer (HEO)Type of Position 1Full-time, PermanentWorking hours per week 141Region 1South Asia & AfghanistanCountry/Territory 1PakistanLocation (City) 1IslamabadType of Post 1British High CommissionNumber of vacancies 13Salary Currency 1PKRSalary 1PKR 312,626 per monthStart Date 11 June 2024Other benefits and conditions of employment 1For BHC candidates, the Country Based Staff BHC Terms & Conditions will apply. For other than BHC candidates the basic salary will bePKR 312,626 per month. This salary is non-negotiable.'Please note that the current salaries are being dollarized and processed in USD (using a fixed corporate exchange rate from November 2022) to provide cushion against the current external market conditions. This is a temporary measure and is subject to review at regular intervals. The payroll will revert to local currency processing once the external market conditions are normalised.The BHC is recognised as a good employer, with a robust, fair and transparent performance management & appraisal system linked to increments and staff bonuses. We have a 5-day working week, plus annual leave, public holidays, maternity leave provision, special leave, paid sick leave provision; ample development opportunities, travel opportunities, a good organisational culture, and excellent work/life balance.Around half of our work forces are women. We treat people with respect and equality and have a policy of zero tolerance for any form of discrimination, bullying, or harassment.This is a good opportunity to be part of a strong, diverse team, working in the biggest network that FCDO has anywhere across the globe. We are aiming to make it the best.Additional information 1Note: All applicants are required to mandatorily fill the complete online application form including the employment and educational details, motivational segment and the behaviour-based questions. We will be thoroughly reviewing the application forms only for all the required details. Forms that are incomplete in any respect will not be considered while shortlisting for the next stage.To Apply:Please note applications without (a) and (b) will not be considered. Point (c) to be adhere strictly.a) Complete the Online Application Form.b) Complete the Experience, Behaviours, Technical/Professional skills-based segment in the Online Application Form.c) Applicants need to answer the questions based on their professional experience. Kindly refrain from use of AI based tools to avoid

application from getting rejected/disqualified. Internal candidates applying for this position need to inform their current line managers, else the applications will not be considered. We will accept only online applications by 23rd April 2024 (latest by 23:55 hours PST). Please note that all the applicants will be required to strictly adhere to the security guidelines for British High Commission. Employees who are not liable to pay local income tax on their Mission salary may have their salaries reduced by the equivalent local income tax amount. Applicants who do not have the required qualification & experience should kindly abstain from applying, as their applications will not be considered. Only shortlisted candidates will be contacted, and no telephone enquires will be dealt with. Appointable candidates who were unsuccessful may be placed on a 'reserve list'. If during the reserve period of 6 months the same or a largely similar role becomes available, that role may be offered to the second or subsequent candidate. The appointment will be subject to Police Verification and other checks including references, medical, educational, and professional. We welcome all applications irrespective of age, race, colour, gender, disability, sexual orientation, religion, belief or creed. We are also open to applications from people who want to work flexibly. Please be aware that you will only be able to apply to vacancies for Country Based Staff roles with the British Government through this official tal.net site (operated by Oleo). Jobs may be advertised on third party websites, however our adverts will always link back to the official tal.net site. If you complete and send an application through any other site, we will not receive it. #J-18808-Ljbffr

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