

## TERMS OF REFERENCE

### Associate Programme Manager

Global Development Awards Competition

**LOCATION:** Remote or Clermont-Ferrand, France

**POSITION TYPE:** Full-time

**LANGUAGE REQUIREMENT:** Fluent in Japanese and English

#### About GDN

The [Global Development Network \(GDN\)](#) is a public international organisation that supports high quality, policy-oriented, social science research in Low- and Middle- Income Countries, to promote better lives. We help connect researchers and research institutions to financial resources, global networking, research management support, access to information, training, peer review and mentoring. Founded in 1999, GDN is currently headquartered in New Delhi, with an office in Clermont-Ferrand, France.

#### Position Summary

As an Associate Programme Manager, you will play a key role in driving the success of GDN's programmes and projects. You will be responsible for supporting the planning, execution, and delivery of complex initiatives, ensuring alignment with organisational goals and objectives. This role is part of GDN's Research and Programmes Unit and is primarily attached to the management of the Global Development Awards Competition (GDAC) programme (also known as Japanese Awards). The Associate Programme Manager may also be involved in other GDN initiatives, based on organisational needs, and will report to the Senior Programme Manager of GDAC, collaborating closely with colleagues across all GDN units.

**Fluency in the Japanese language is a must**, and previous professional experience with Japanese ODA, Japan-based funders or Japanese philanthropy globally is a strong asset.

The position can be **home-based or based at the European office of GDN in Clermont-Ferrand, France**, in which case GDN will support visa and relocation. International travel up to 20 days a year may be required.

#### About the Global Development Awards Competition

The [Global Development Awards Competition \(GDAC\)](#) is an innovative award scheme administered by the Global Development Network, funded under the Policy and Human

Resources Development Fund, managed by the World Bank, and **generously supported by the Ministry of Finance, Government of Japan for 25 years.**

GDAC is GDN's largest and longest-running programme that brings together a rich community of researchers and development practitioners. It is an award scheme that:

- Identifies talent and supports the career advancement of researchers in the Global South (*Japanese Award for Outstanding Research on Development*)
- Funds innovative social development projects implemented by NGOs that benefit marginalised groups in the developing world (*Japanese Award for Most Innovative Development Project*)

The GDAC Japanese Awards for Outstanding Research on Development (ORD) category not only emphasises the importance of research as a source of knowledge but also equips individuals with critical skills, analysis, and evidence for impactful activities. This is achieved by targeting early-career researchers to delve into the intricate links between various challenges to foster a deeper understanding of the issues at hand. While emphasising innovative solutions and methodologies, it not only seeks to unravel the complexities of the challenges but also aims to provide actionable insights that can inform policy recommendations.

The GDAC Japanese Award for Most Innovative Development Project (MIDP) category supports non-profit organisations and civil society groups striving to make a meaningful impact on the most marginalised and disadvantaged communities in the Global South. By focusing on projects at the implementation stage, the MIDP recognises the value of tangible efforts and the potential for scaling up interventions that address the complex challenges faced by exceptionally marginalised groups. What sets MIDP apart is its emphasis on grassroots initiatives managed by local NGOs, acknowledging the pivotal role these organisations play in identifying and addressing development issues within their communities.

GDAC is not just about recognition and financial support. This programme symbolises a collective effort to push the boundaries of knowledge, promote diversity in research, and generate solutions that can transform the lives of those most in need. As we navigate an increasingly interconnected world, this programme aims to act as a catalyst for positive change, shaping a future where development is inclusive, informed, and sustainable.

## Key Responsibilities

The Associate Programme Manager will be a key member of a diverse and dynamic team with a focus on innovative research and development projects. The position requires strong programme management skills, attention to detail, the ability to work independently *and* as

part of a team, and a commitment to GDN's mission. The position will have the following key responsibilities:

#### **Programme Management**

- Plan, support and track the delivery of large, multifaceted programmes and projects, as part of a small but dynamic and multicultural team, ensuring alignment with donor priorities, grantees' own objectives and GDN's mission.
- Steer programme activities, maintaining a calendar of milestones, deliverables and key dates accessible to the rest of the organisation.
- Document programme implementation and contribute to the visibility of achievements and lessons learned within and outside the organisation.
- Participate in programme management, through participatory decision making and strategy setting.

#### **Stakeholder Management**

- Keep track of programme stakeholders, through an updated contact database.
- Build and maintain strong relationships with internal and external stakeholders, including grantees, mentors, alumni and advisors.
- Lead reporting for donors and other external stakeholders.
- Contribute to the implementation of GDN's alumni engagement strategy.

#### **Resource Management**

- Keep track of resource allocation and utilisation at the level of grantee's projects, including budget, timelines, and personnel.
- Manage resources at the level of a programme, contributing to operational and strategic decisions.

#### **Quality Assurance**

- Support the definition of quality standards for programme-level deliverables, including grantee-level narrative and financial reporting, and ensure their implementation across programme activities and outputs.

#### **Cross-Functional Collaboration**

- Collaborate with other departments (IT, Communications, Finance, Administration) to ensure seamless integration of programmes with broader organisational objectives.

#### **Continuous Improvement**

- Drive continuous improvement, incorporating feedback and lessons learned into programme management and planning.
- Stay abreast of best practices in the programme management field and incorporate relevant methodologies into programme management processes.

### Event Support

- Be up to date on external events related to programme objectives for possible synergies.
- Support the implementation of events with grantees, including through contributions to their design, planning and implementation, on-site or remotely.

### Donor relations

- Support and coordinate with the GDAC team and GDN's leadership engagements with the international development donor community, with specific attention to high-level Japanese stakeholders, related events and platforms.

## Desired Profile

### Experience and Education

- A Master's degree in a relevant field, such as international development, social sciences, or a related discipline.
- A minimum of three years of professional experience in programme management, with a proven track record of successfully managing complex projects.
- Experience working in the field of international development, with a strong understanding of the challenges and opportunities faced by developing countries.
- Experience working with diverse stakeholders, including governments, NGOs, and researchers.
- Experience working with Japanese ODA, Japan-based funders, or Japanese philanthropy globally is a strong asset.

### Skills

- Excellent communication and interpersonal skills, with the ability to build strong relationships with internal and external stakeholders.
- Strong organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
- Excellent writing skills for drafting reports, presentations, and other programme documents.
- Proficiency in using spreadsheets and collaborative project management tools to track progress, manage budgets, and analyse implementation data.
- Fluency in English and Japanese is a must.

## Salary Range and Duration of Contract

The successful candidate will be offered a 24-month contract under the French labour law, with a four-month probation period, renewable based on satisfactory performance and

availability of funds. The salary will be competitive for a Clermont-Ferrand-based position, with additional benefits for candidates relocating from outside France.

### Application Process

Interested candidates should submit the following:

- Up-to-date Curriculum Vitae
- A cover letter detailing the applicant's motivation for applying for this position, and addressing the experience, education and skill requirements detailed above
- Contact details of at least three professional references
- A short essay (up to 500 words) answering the question: "How can research contribute to better development implementation?"
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All applications must be submitted to [jobs@gdn.int](mailto:jobs@gdn.int) with the subject line "GDAC – Associate Programme Manager – [Your Name]". Applications will be reviewed on a rolling basis until the position is filled.

Please specify in the body of the email:

- Earliest date you can join.
- Your salary expectations

*Global Development Network is an equal opportunity employer and encourages candidates of all backgrounds and genders to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

### Questions and clarifications

Queries related to the position must be sent to [jobs@gdn.int](mailto:jobs@gdn.int).