



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

**Job title: Country Programme Director**

**Ref: 1433368**

**Department/Division: International Growth Centre**

### Job Summary:

The International Growth Centre aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of researchers in economics, political economy and related disciplines, and a set of 15 country teams across Africa and Asia. Based at the London School of Economics and Political Science (LSE) and in partnership with the University of Oxford, the IGC is initiated and funded by the UK Department for International Development (DFID). IGC's current partner countries include Bangladesh, Ethiopia, Ghana, India, Liberia, Mozambique, Myanmar, Pakistan, Rwanda, Sierra Leone, South Sudan, Tanzania, Uganda and Zambia.

The Country Programme Director leads the country-level engagement and policy impact of the IGC and ensures the effective management of the country teams. S/he drives the country-level implementation of the IGC's collaborative approach to knowledge generation and policy influence, responsible for setting priorities and funding levels, implementing robust systems and ensuring good communication across countries. The Country Programme Director manages the work of the Country Directors, overseeing the development and implementation of country strategies, country budgets, work plans and reporting.

The Country Programme Director is a member of the IGC Senior Management Team (SMT) reporting to the Executive Director and working closely with SMT colleagues and the Directors at LSE and Oxford in a broad range of areas, including strategic planning, engaging with external institutions and generating new opportunities for policy impact in our partner countries and in global debates. S/he is responsible for all reporting to DFID on the country programme and engages proactively with DFID colleagues to ensure maximum effectiveness of the country programme. The post holder will be based in the IGC Hub located within the LSE, in London.

### Key tasks/responsibilities:

The Country Programme Director leads the country-level engagement and policy impact of the IGC and is responsible for ensuring the effective management of the country teams. Country teams consist of Country Directors, Lead Academics, and Country Economists with support from the London Hub. In this context, the Country Programme Director:

- Leads the interface between research and policy at the country level, taking overall responsibility for the policy impact of IGC research projects in partner countries.
- Oversees and supports the work done at the country level in the IGC's active country portfolio. Supervise the preparation of country programmes of the IGC, including preparation and monitoring of country budgets, work plans, administration, deliverables and reporting.
- Manages the work of Country Directors, who report to the Country Programme Director in the first instance, through reviews of their annual strategic plans, reviewing the Country Programmes Quarterly Monitoring reports and advising on the policy engagement aspects of the programme and ensuring that country programme work plans agreed with DFID are implemented.



- Conducts annual performance evaluations of country leadership teams, in conjunction with the Executive Director.
- Establishes, manages and monitors management operations in line with contractual requirements agreed with the funder to ensure best practice associated with:
  - contract and project management (for timely delivery of projects),
  - human resources management (for in-country offices and country-focused IGC hub staff)
  - in-country risk management.
- Orchestrates the formulation of IGC-wide approaches to country strategies by, among other things, identifying programmatic synergies among the country programmes and between the research programmes and country programme activities of the IGC. Facilitate the realization of cross-country synergies by promoting enhanced communication among country leadership teams about successful IGC research, policy ideas, and events.
- Facilitates 'matchmaking' between policymakers and researchers across the IGC network by supporting country leadership teams in identifying potential researchers to work in particular countries as demand arises, and liaising with the Research and Policy Director, the Research Programme Directors and economists in the network.
- Participates as a member of the IGC Senior Management Team, contributing to strategic planning, working with the Steering Group and Governance Committee, ensuring a high level of communication with DFID, engaging with external institutions and organisations and the wider community to support IGC's strategic objectives, expanding the network of strategic partners, generating ideas for the portfolio of IGC programmes and activities and contributing to the recruitment and hiring of junior staff.
- Takes responsibility for all reporting to DFID on the country programme and engages proactively with DFID colleagues to ensure the maximum effectiveness of the country programme.
- Works with the Communications team to ensure that key findings of all IGC research are widely communicated to policy makers and other stakeholders globally and in the countries of engagement. In collaboration with the Senior Management and Country Leadership Teams, works to identify key IGC priorities around which to develop in-country, cross-country and global events; helps organise cross-country and global IGC events, including Growth Week.
- Manages IGC hub economist staff engaged with country programmes, including:
  - conducting regular performance development review meetings, in order to review progress, set goals and ensure continuing professional and personal development;
  - motivating staff to deliver excellent services, participate in decision-making and be innovative in their particular areas of responsibility;
  - dealing promptly with any issues of concern, either in relation to individuals or within the team.

#### **Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

#### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

#### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.