

**Terms of Reference  
Programme Manager  
GROW Liberia/ Adam Smith International**

**Reports to:** Senior Programme & Technical Manager / Programme Director

**Primary Location:** Monrovia

**Start date:** ASAP

**The Programme:**

GROW Liberia is a private sector development programme that collaborates with businesses, investors, associations, and government agencies to accelerate pro-poor inclusive economic returns create systemic solutions that transform high-growth industries and accelerate inclusive economic growth. GROW is funded by Sida and implemented by Adam Smith International.

**The Role:**

GROW is looking to bring in support to the Programme Management Unit. Currently, the PMU is composed of the Programme Director and the Senior Programme & Technical Manager and the Programme Manager (vacant).

The Programme Management Unit has primary responsibility for ensuring the programme is delivered according to the contract with the client including ensuring results are achieved within the allocated budget and timeframe in compliance with donor and ASI policies and procedures. The PMU works closely with the technical team to ensure delivery of results according to the contract.

Some of the responsibilities of the PM may include:

1. Develop, update and implement business processes and management mechanisms in coordination to ensure that the programme team is working as efficiently as possible in line with the market systems approach;
2. Overall responsibility for financial management including budgeting, forecasting and invoicing (oversight of the Ops/ Finance team);
3. Gather content for, and draft, annual and semi-annual reports, and annual business plans;
4. Conduct value for money analysis for the programme;
5. Recruitment and contracting of suppliers and consultants;
6. Input into strategies and content for GROW's Communications and lessons learning;
7. Technical inputs into areas of interest such as Investment, Innovation, Access to Finance, Women's Economic Empowerment, Environment etc.;

**Selection criteria**

- > At least 4 years of progressively responsible experience in Grant/ Programme Management of large programmes (\$5m+).
- > Experience in financial management, grant management, contracting, HR, recruitment, procurement, due diligence.
- > Understanding of Market Systems Development approaches or willingness and capacity to learn.
- > Business focus and entrepreneurial spirit and ability to facilitate a similar culture of the GROW team.
- > People-orientated approach and ability to navigate a sensitive political and cultural environment.
- > Experience of working in Liberia or regionally.

**Ready to apply?**

Candidates should submit their **CV** to [opportunities@growliberia.com](mailto:opportunities@growliberia.com) with 'GROW Programme Manager' in subject line. Deadline: 7<sup>th</sup> of June 2018.

*Female candidates are especially encouraged to apply.*