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| **Job Title** | **Systems Performance Programme Manager** |
| **Unit** | **Performance and Standards Unit** |
| **Role reports to** | Head of Policy Quality |
| **Supervision** | The incumbent supervises the staff of the System Performance Programme |
| **Location** | **Bonn, Germany (Hybrid; Relocation Assistance Provided)** |

**Scope of the Position**

To manage the development and maintenance of robust processes to produce our client’s requirements, including development of rules for international standard-setting and overseeing their consistent implementation across PSU; managing quality checks of documents prior to publication to ensure their editorial quality and implementation of new technologies. It includes conceptualizing, overseeing and/or conducting consultative engagement processes to ensure stakeholders have sufficient opportunities to provide inputs and relevant process leads can utilize these inputs in the most effective way.

**Roles and Responsibilities**

* Lead the System Performance Team, including staff supervision.
  + Drive, coach, nurture, and inspire the Team to achieve a high sense of belonging, trust and fulfilment, as well as enable team members to deliver a high level of performance.
  + Exercise the above leadership in the spirit of the organization’s Leadership Principles.
  + Regularly conduct required performance evaluations, including quarterly evaluations.
  + Establish and implement effective and outcome-oriented work plans based on considerate annual budgets and in line with organizational strategies and priorities.
  + Exercise high-quality project management in the Programme.
  + Ensure timely and quality delivery of all projects in the responsibility of the Programme within the planned budget.
* Establish and implement effective and outcome-oriented work plans based on considerate annual budgets and in line with organizational strategies and priorities.
* Coordinate activities pertaining to the Programme closely with other PSU Programmes as well as in consideration of their relevance for and the needs of other units.
* Develop and implement an overall quality assurance framework for document and data management, as well as for reporting on overall system performance, including cross-team process flows and quality oversight (process and editorial quality of normative requirements).
* Develop and implement a streamlining roadmap guiding the simplification, outcome orientation, and risk orientation of the organization’s normative framework.
* Develop and implement a digitization roadmap guiding the transformation of normative documents to digital assets to facilitate the accessibility for system users and stakeholders as well as efficient data collection and analysis.
* Develop and implement adequate stakeholder engagement with the normative framework, including streamlined consultation timelines and innovative engagement methods, in collaboration with the Policy Innovation and Engagement unit.
* Perform additional project work and additional tasks as assigned for special business needs and agreed upon with the formal supervisor.
* Adhere to PSU operational procedures, e.g. conformance with the internal PSU accreditation program for normative knowledge, agile work planning, reporting on office presence, etc.
* Present the organization’s work in various fora, as applicable.
* Participate in internal competence and accreditation program.

**Cooperation with**

* All programmes within PSU
* All organizational units of organization
* Network Partners
* External service providers
* Stakeholders relevant to the activities of the Programme

**Requirements**

* Education and Training: Master’s or bachelor’s degree.
* Working Experience, Style and Skills:
  + At least 5 years of professional experience in one or more of the following areas: Project management, quality management, supply chain management, Forest management, standard-setting, certification.
  + Experience in the following areas is a very strong asset: multi-stakeholder standards development processes, Corporate environmental responsibility programs.
  + Proven experience in successful management of projects.
  + Documented experience with documentation review and proven records of document management.
  + Strong review and document evaluation skills: ability to understand complex contents and assess its relevance and applicability in a given context using standardized approaches.
  + Excellent time management skills: ability to perform well while handling several functions simultaneously.
  + Very strong analytical and problem-solving skills.
  + A very strong sense for diligence and accuracy.
  + Service and solution-oriented attitude to work.
  + Proactiveness and high level of engagement.
  + Administration skills.
* Leadership:
  + Demonstrated strategic abilities.
  + At least 5 years of experience in a people leadership position.
* Computer Skills – very good skills in the use of/experience with:
  + Standard software packages (MS Office 365; excellence in MS Word)
  + Ability to quickly derive insights from data and reports, as well as guide data analytics relevant for the program performance
* Communication and relationship management skills:
  + Exemplary verbal and written conduct and communication skills.
  + Skills to lead a conversation and the ability to arrive at timely conclusions.
  + Strong presentation skills.
  + Conflict management skills.
  + Assertiveness.
  + Fluency in English (spoken and written).
  + Fluency in Spanish (spoken and written) is a plus.
  + Fluency in French (spoken and written) is a plus.
  + Ability to explain complex topics to a layman’s audience.
  + Ability to establish and maintain positive interpersonal relations.

*The updated CVs in English should be submitted to****d.uzunashvili@developmentaid.org*** *under the title***DRS 11722 *Systems Performance Program Manager.*** *Due to the high number of applications received, we can only reply to shortlisted candidates. Please note that the above requirements can be modified during the recruitment process according to the client's procedures.*