

Intervention Manager: Women Entrepreneurs Challenge

The general objective is to strengthen women's entrepreneurship for an inclusive and sustainable growth and as a tool against inequalities

The specific objective is to improve Women's entrepreneurship and to increase their visibility so that they serve as role model at (inter)national level.

The WEC programme is detailed in the Technical & Financial File (TFF).

Mission Form of the Intervention manager

Organigram:

- N+1: Global Projects Coordinator
- Direct hierarchical responsibility:
 - Number: 2
 - Functions: Fin Officer + Communication Officer
- Partners: /
- Specificities: The Intervention Manager (IM) will be responsible of the Intervention Unit (IU) of the WEC programme. In addition to the 2 direct hierarchical positions, he/she will collaborate directly with the 20 countries of the Belgian development cooperation network and ensure smooth interaction with the field. He/she will act as focal point of contact for all internal and external stakeholders.

Context (points of attention): The IM is based in Brussels

Function:

The standard result area 1 of the IM (see 0) will be complemented with additional responsibilities related to:

- the standard result area 1 (as Strategy officer) of a Programme Manager
- the standard result area 1 (as an Expert) of a Sector / Thematic Expert

Results area 1: As Strategy officer		Time in %: 10
Create optimal conditions for implementing the programme within the set frameworks and in accordance with the strategy choices and decisions of the steering committee		
in order to achieve the strategic objectives.		
Main tasks:	<ul style="list-style-type: none"> • Maintain steering committee relations; • Ensure that the implementation of the programme remains aligned with the strategy choices of the steering committee; • Ensure that the decisions of the steering committee are implemented; • Determine priorities within the programme in accordance with the decisions of the steering 	

	<p>committee;</p> <ul style="list-style-type: none"> • Submit the governance strategies to the steering committee to allow for the optimal implementation of the programme; • Put important issues and risks on the agenda of the steering committee; • Report on a regular basis and in accordance with the Internal Rules of Procedure to the steering committee about the progress of the programme, including the budgetary state of affairs and the achievement of the objectives; • Maintain the relations with other main stakeholders; • Deliver analyses and ideas for the development of future interventions; • Provide evidence of the programme's added value for the development results; • Ensure that the general priorities of international cooperation are complied with (human rights, service delivery, new technologies...).
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Results area 1: As Expert (Private Sector Development & Women Entrepreneurship)		Time in %: 20
Contribute to the implementation of the programme/intervention by providing inputs for planning, execution, coordination, follow-up and monitoring, and evaluation of activities		
in order to ensure that the results of the programme (outputs – outcomes) are achieved within the set execution deadline.		
Main tasks:	<ul style="list-style-type: none"> • In the matter of planning: <ul style="list-style-type: none"> ○ Analyse the situation and the needs; ○ Determine the activities and outputs in a participatory way; • In the matter of execution: <ul style="list-style-type: none"> ○ Provide the necessary inputs for activities to be organised well; ○ Determine technical specifications when preparing procurement documents; ○ Identify additional technical expertise required for implementing the activities; ○ Contact and establishing relations with all interesting or needed stakeholders; • In the matter of monitoring and evaluation: <ul style="list-style-type: none"> ○ Permanently update information so that it is available at any time, mid-term and end-of-term of the programme/intervention, to the M&E systems and that the performance of the programme/intervention can be measured; ○ Update the factual data to be fed into the decision-making process; ○ Put in place a genuine learning dynamic through permanent monitoring of activities fostering short learning loops; ○ Develop/complete the databases in order to allow for digital and up-to-date management of information; ○ Provide for mechanisms and methods allowing for correct scientific monitoring of results. 	

Job Description of the Intervention manager

According to Enabel's HR processes, standard job descriptions are presented in this TFF. Specificities related to the present intervention are mentioned in italic between brackets.

JOB OBJECTIVE

Try to explain the essence of the job in one concise sentence: What is the purpose of my job? What does it serve for?

Manage the intervention in order to ensure optimal execution and impact– within the set programme framework.

RESULTS AREAS

Results area 1: As member of the –programme coordination committee (programme coordination committee to be replaced by steering committee)		Time in %: 0
Provide necessary contributions		
in order to optimise programme execution.		
Main tasks:	<ul style="list-style-type: none"> • Mainstream the transversal themes in the interventions; (<i>themes of CfP</i>) • Provide information for the further development of programme strategy choices, methods and tools; • Contribute to the meetings of the extended Programme coordination; (<i>steering committee</i>) • Support the Programme Manager with promoting the Programme strategy in line with steering committee decisions; (<i>not applicable</i>) • Develop stakeholder participation in the intervention area in line with the Programme's stakeholder strategy; • Notify Programme management of synergies with other intervention within the Programme. (<i>Notify Steering Committee of synergies with other interventions within the Belgian Cooperation</i>) 	

Results area 2: As Intervention manager		Time in %: 20
Manage the operational and financial planning		
in order to ensure a smooth start-up, progress and the results of the intervention.		
Main tasks:	<ul style="list-style-type: none"> • Start up and close the intervention with attention for proper planning and decision making and good representation of stakeholders; • Elaborate the multi-year planning, in consultation with Programme coordination (<i>steering committee</i>) and with the partner as per agreements; • Determine, in consultation with the partner (<i>steering committee</i>), realistic change objectives throughout the results chain (which products, which mutually related transition/change management activities); • Elaborate the operational and annual planning; • Ensure the evaluation system is followed up; • Plan and organise the needs for internal and external expertise; • Manage the main risks and opportunities and take preventive and corrective measures. 	

Results area 3: As Intervention coordinator		Time in %: 20
Coordinate the activities and ensure their execution, in compliance with set arrangements and procedures		
in order to achieve the intervention objectives.		
Main tasks: To be included in the above:	<ul style="list-style-type: none"> • Monitor the activities and regularly report on the state of progress; • Ensure the administrative and financial monitoring of the Belgian contribution to the intervention in accordance with applicable arrangements and procedures; • Mainstream the transversal and priority themes in the interventions; • Be the primary contact person for the stakeholders of the intervention, including the Programme coordination (<i>steering committee</i>). 	

Results area 4: As Knowledge manager		Time in %: 15
Coordinate the knowledge building process and ensure that the results thereof are disseminated		
in order to ensure a knowledge-based programme approach.		
Main tasks:	<ul style="list-style-type: none"> • Stimulate a methodological learning approach (action-research); • Contribute to the reflections on strategy choices, methods and instruments of the Programme; • Participate in the Extended Coordination meetings of the Programme (<i>not applicable</i>). • Ensure knowledge sharing with intervention stakeholders. 	

Results area 5: As People manager		Time in %: 15
Lead the team of which one is the hierarchical supervisor		
in order to have qualified and motivated staff.		
Main tasks:	<ul style="list-style-type: none"> • Put in place an appropriate organisation in terms of roles and responsibilities 	

	<ul style="list-style-type: none"> • Ensure that the roles and procedures which the head office has determined are respected; • Determine the objectives and priorities of the staff members; • Contribute to the recruitment of staff members; • Motivate, coach and follow up staff members; • Create an atmosphere of trust and accountability; • Develop the competencies of co-workers; • Promote a positive internal atmosphere and manage conflicts within the entity.
Results area 6: As Facilitator (not applicable)	
Time in %: 0	
Capacity development of partner entities	
in order to contribute to the improvement of their organisation, processes and systems and of their staff's competencies.	
Main tasks:	<ul style="list-style-type: none"> • Assess the maturity of management of partner entities; • Advise partner entities on actions to be taken to improve their management as well as how to implement these actions; • Facilitate the change process; • In association with the partners, adapt the organisational structure, optimise the processes, improve the systems and strengthen staff competences.
Results area 7: As member of the Formulation team (not applicable)	
Time in %: 0	
Provide the necessary inputs in his/her area of expertise	
in order to contribute to the production of the Technical and Financial File.	
Main tasks:	<ul style="list-style-type: none"> ○ Contribute to the development of the preparation scenario: method, planning, budget, team; ○ Contribute to actions and products outlined in the formulation scenario, such as missions, consultative meetings, studies, aide-mémoire and chapter of the Technical and Financial File.

POSITIONING

Whose subordinate are you? (Whom do you report to?)	OPS
Who do you supervise?	<p>Number of direct co-workers the jobholder supervises hierarchically: variable (maximum 8): 2</p> <p>Functions: Admin Fin + Communication -Officer,</p> <p>Number of indirect co-workers the jobholder supervises hierarchically: 0</p> <p>Functions: -</p> <p>=>Total number of hierarchically subordinate workers: 2</p>

AUTONOMY

Entitled to decide independently on the following: <i>(without explicit consent of the supervisor)</i>	<ul style="list-style-type: none"> • Methodology • Organisation of one's own work • Proactive actions to manage daily problems and risks
Authorisation from the management is required for the following:	<ul style="list-style-type: none"> • Implementation of new instruments, procedures, processes • Actions pertaining to major problems or risks • Matters with a budgetary impact • Decisions that have a general impact on Enabel/ the programmes/ interventions... • Decisions that exceed the scope of the function

DIPLOMA AND/OR LEVEL OF EDUCATION REQUIRED FOR THE JOB

Is a specific level of education or degree required to perform the job?

Master degree

EXPERIENCE REQUIRED FOR THE JOB

Is a number of years of relevant professional experience required to perform the job? Is a certain general experience required, for instance, within a certain sector? It concerns the experience required to perform the job independently.

- At least 5 years of relevant experience in steering projects in international cooperation. Experience with more than one project is an advantage;
 - At least 5 years of relevant experience in private sector development & engagement;
 - Shown experience in development of women entrepreneurship in African countries
 - Experience as a team leader
- + Assets :
- Ability to work independently, manage and complete multiple projects/tasks simultaneously and meet deadlines;
 - Excellent interpersonal, human resource and partnership management skills
 - Excellent written and oral communication skills in French and English-, Dutch is a plus
 - Excellent management skills and genuine interest in team management (motivating, developing, ...);
 - Results orientation;
 - Competencies in monitoring & evaluation
 - Ability to propose innovative & creative approaches

TECHNICAL SKILLS REQUIRED FOR THE JOB

The technical or organisation-specific knowledge and skills required to perform the job successfully (for instance, languages, programming languages). Please indicate both the degree of specialisation (depth) and the diversity (width) of the required technical expertise.

- Broad and in-depth insight in private sector development and women entrepreneurship in particular
- Thorough knowledge of project management methodologies
- French, Dutch, English,-

INNOVATION

Please indicate to what extent the jobholder is expected to bring improvement, achieve further development or initiate new development in his/her job.

Normal to medium high level of innovation.

What is being developed? (working method, procedures, products...)

creative approach, innovative solutions to existing issues, resilience

What can the jobholder rely on to introduce these improvements or developments?

On the job training – Personal experience and experience of co-workers – Specialised literature – Training – Internal coaching
– Networking