JOB DESCRIPTION

Programme Manager – Centre for Collaboration and Partnerships (CCP)

Position Title	Programme Manager – Centre for Collaboration and Partnerships
Organization	India International Institute of Democracy and Election Management (IIIDEM)
Location	IIIDEM Campus, Dwarka, New Delhi
Employment Type	Contractual (Through NISG)
Annual CTC	Rs. 12 – 16 LPA (Inclusive of all benefits)
Number of Positions	1

ROLE OVERVIEW

The Programme Manager, CCP shall be responsible for planning, coordinating, monitoring and overseeing IIIDEM's institutional partnerships and external engagement with academic institutions, Election Management Bodies, Indian Missions abroad, foreign Missions in India, international organisations, civil society organisations and think tanks.

The incumbent will lead a team of Programme Officers and provide strategic, operational and administrative support for partnership development, MoU processing, stakeholder relationship management, the CRM database, CEO-led bilateral engagements, and assistance to India's Chairship of International IDEA.

The position requires strong partnership management, protocol, communication and coordination skills, along with the ability to amplify the offerings of IIIDEM's Schools and Centres to external institutions.

SCOPE OF WORK

- Lead planning, execution, monitoring and reporting of partnership and outreach initiatives.
- Supervise and mentor Programme Officers assigned to the Centre.
- Maintain and periodically update stakeholder databases and engagement history.
- Facilitate MoUs, collaboration frameworks and institutional agreements through to signature and follow-up.
- Coordinate CEO-led bilateral visits, delegations and Chairship-related engagements.
- Support event coordination and communication across Schools and Centres.

KEY RESPONSIBILITIES

Programme Planning & Management

- Develop the annual partnership and outreach plan, engagement calendar and monitoring mechanisms.

- Ensure resource planning, risk management and issue resolution across engagements.

Team Leadership

- Manage, mentor and supervise a team of 2–3 Programme Officers.
- Allocate stakeholder portfolios and monitor follow-up discipline.

Stakeholder Management & Coordination

- Liaise with Indian Missions abroad, foreign Missions in India, EMBs, universities, think tanks, international organisations and civil society bodies.
- Drive outreach for identification of partner think tanks and universities and analyse responses received.
- Coordinate invitations, nominations, visa letters, travel documentation and participant follow-up for institutional events.

Key Internal Interfaces

- **All Schools and Centres** — collation of programme offerings for external promotion and event communication.
- **Centre for Global Programmes and International Training** — participant invitations, nominations and delegation logistics.
- **Centre for Research and Innovation** — academic partnership pipeline for research collaborations.
- **Strategic Programme Management Unit** — MoU register, bilateral visit tracker and engagement reporting.

Partnership Development

- Process partnership proposals, MoUs and cooperation frameworks from initiation to execution and review.
- Facilitate CEO-led bilateral engagement with leading democracies and track visit status.
- Provide institutional assistance for India's Chairship of International IDEA.

Database & Knowledge Management

- Maintain and periodically update the CRM database of Missions, EMBs, academic institutions and partners.
- Maintain engagement history, MoU registers and partnership documentation.

Reporting & Documentation

- Prepare concept notes, briefing papers, engagement reports, progress updates and management dashboards.
- Present periodic updates to senior management.

Monitoring & Quality Assurance

- Monitor partnership commitments against agreed timelines and deliverables.
- Identify risks in stakeholder response, protocol and event coordination and recommend mitigation.

- Ensure adherence to protocol, confidentiality and institutional guidelines.

EDUCATIONAL QUALIFICATION

Essential

- Master's Degree in International Relations, Public Policy, Public Administration, Management, Development Studies, Governance, Political Science or related discipline from a recognized University/Institution; OR
- Bachelor's Degree in the above disciplines with significant relevant experience in partnership management, external relations or institutional coordination.

Desirable

- **Prior experience of MoU negotiation and institutional partnership management; familiarity with diplomatic protocol and CRM systems.**

EXPERIENCE REQUIREMENTS

- **Minimum 5–8 years of professional experience in the relevant domain, of which at least 2 years shall be in a supervisory capacity involving direct management of professional staff.**
- Experience in Programme Management, Partnerships/External Relations, International Cooperation, Governance or Development Sector.
- Experience of managing institutional partnerships, MoUs, delegations or diplomatic engagement.

REQUIRED SKILLS & COMPETENCIES

Leadership & Management

- Strong leadership and team management capabilities.
- Ability to supervise multidisciplinary teams and manage multiple priorities.

Communication & Coordination

- Excellent verbal and written communication skills.
- Strong interpersonal, negotiation and stakeholder management abilities.

Programme Management

- Strong planning, execution, monitoring and reporting skills.
- Ability to manage timelines, budgets, risks and deliverables.

Analytical & Problem Solving

- Strong analytical thinking and decision-making skills.
- Ability to identify implementation challenges and develop practical solutions.

Technical Skills

- Proficiency in Microsoft Office Suite, project management tools, dashboards and presentation software.

- Strong report writing, documentation and presentation skills.

KEY RESULT AREAS (KRAS)

- Growth and quality of institutional partnerships and MoUs concluded.
- Currency and completeness of the CRM and stakeholder databases.
- Successful coordination of CEO-led bilateral visits and delegations.
- Effective supervision of Programme Officers.
- Timely participant coordination for institutional events.
- Quality of engagement reporting and documentation.

KEY PERFORMANCE INDICATORS (KPIS)

KPI	Measurement Criteria
Partnership Development	Number of MoUs, collaborations and institutional engagements concluded
Outreach Conversion	Response rate and completion of Mission/institution outreach lists
Database Management	CRM databases updated within defined review cycles
Bilateral Engagement	Visits coordinated and completed against planned schedule
Event Coordination	Participant confirmations, documentation and visa support completed on time
Team Management	Effective supervision and performance of Programme Officers
Stakeholder Coordination	Timely closure of stakeholder action points
Reporting & Documentation	100% submission of engagement reports and dashboards
Risk Management	Timely identification and resolution of engagement risks