JOB DESCRIPTION

Programme Manager – Strategic Programme Management Unit (SPMU)

Position Title	Programme Manager – Strategic Programme Management Unit
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, SPMU shall be responsible for institution-wide planning, coordination, monitoring and oversight of IIIDEM's Strategy and Roadmap, the International IDEA–IIIDEM Cooperation Framework, and the consolidated programme portfolio across all Schools and Centres.

The incumbent will lead a team of Programme Officers and provide strategic, operational and administrative support to the Director General through a central programme management office function covering planning, portfolio monitoring, outcome review, budget and expenditure tracking, institutional reporting and management dashboards.

The position requires strong programme governance, portfolio management, analytical and coordination skills, along with the ability to work across Schools and Centres, the Election Commission of India, International IDEA and other institutional partners.

SCOPE OF WORK

- Lead institutional planning, consolidation and monitoring of the Strategy and Roadmap across the four strategic pillars.
- Supervise and mentor Programme Officers within the Unit.
- Operate the joint governance and coordination mechanisms under the IIIDEM–International IDEA Cooperation Framework.
- Maintain the consolidated programme calendar, milestone tracker and institutional risk register.
- Track budget utilisation and expenditure against approved budget lines and reporting cycles.
- Prepare Commission-level presentations, quarterly reviews and outcome assessments.

KEY RESPONSIBILITIES

Strategic Planning & Portfolio Management

- Consolidate annual work plans, activity calendars and milestone schedules from all Schools and Centres into a single institutional plan.
- Maintain the institutional programme portfolio, dependency map and delivery tracker.

- Drive quarterly strategy reviews, pillar-wise progress consolidation and way-forward planning.

Team Leadership

- Manage, mentor and supervise a team of 2–3 Programme Officers.
- Allocate pillar and theme coverage and ensure consistency of reporting standards across units.
- Build institutional capability in programme management methods and reporting discipline.

Governance & Stakeholder Coordination

- Service joint governance and coordination bodies under the Cooperation Framework.
- Liaise with ECI divisions, International IDEA, Heads of Schools and Centres and institutional partners.
- Track commitments, decisions and action points from Commission reviews and governance meetings to closure.

Key Internal Interfaces

- **All Schools and Centres** — plan consolidation, milestone reporting, risk escalation and dashboard inputs.
- **Accounts and Administration** — budget-line utilisation, expenditure statements and variance analysis.
- **Office of the Director General** — Commission presentations, governance minutes and action-point closure.
- **International IDEA counterpart team** — joint governance mechanisms and Cooperation Framework reporting obligations.

Monitoring, Evaluation & Outcome Review

- Operate the outcome framework covering leadership, engagement, knowledge and implementation, with defined indicators per outcome.
- Track activities-to-outcomes mapping and evidence of uptake of institutional knowledge products.
- Maintain the institutional risk register and escalate risks with mitigation options.

Budget & Compliance Tracking

- Track expenditure and commitments against approved budget lines by pillar and thematic priority.
- Coordinate quarterly expenditure statements and variance analysis with the accounts function.
- Ensure adherence to cooperation-agreement reporting obligations and timelines.

Reporting & Documentation

- Prepare Commission presentations, quarterly implementation reports, concept notes, briefing papers and management dashboards.
- Maintain the institutional repository of plans, reports, minutes and governance records.
- Present periodic updates to the Director General and institutional leadership.

EDUCATIONAL QUALIFICATION

Essential

- Master's Degree in Management, Public Policy, Public Administration, Development Studies, Governance, International Relations, Economics, Social Sciences or related discipline from a recognized University/Institution; OR
- Bachelor's Degree in the above disciplines with significant relevant experience in programme/portfolio management or institutional coordination.

Desirable

- **PMP, PRINCE2 or equivalent project management certification; demonstrated experience of operating a PMO, monitoring & evaluation framework or donor-funded reporting cycle.**

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, Project Management Office (PMO) functions, Strategy and Planning, Monitoring & Evaluation, Governance or Development Sector.
- Experience of managing multi-unit portfolios, institutional reporting and donor/partner-funded programmes.
- Experience in stakeholder engagement at senior institutional level.

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)

- Integrity and currency of the consolidated institutional plan and milestone tracker.
- Timely quarterly strategy and outcome reviews.

- Effective functioning of joint governance and coordination mechanisms.
- Accuracy of budget utilisation and expenditure tracking.
- Quality of Commission-level reporting and management dashboards.
- Effective supervision of Programme Officers within the Unit.
- Closure of institutional risks, dependencies and action points.

KEY PERFORMANCE INDICATORS (KPIs)

KPI	Measurement Criteria
Portfolio Monitoring	100% of Schools/Centres reporting into the consolidated tracker each cycle
Review Cadence	Quarterly strategy and outcome reviews completed on schedule
Governance	Governance and coordination meetings convened and minuted as scheduled
Action Point Closure	≥ 95% of institutional action points closed within agreed timelines
Budget Tracking	Expenditure statements and variance analyses submitted per reporting cycle
Reporting & Documentation	100% submission of Commission presentations and management dashboards
Team Management	Effective supervision and performance of Programme Officers
Risk Management	Institutional risk register maintained and escalations resolved on time
Outcome Evidence	Documented evidence captured against each envisaged outcome indicator