JOB DESCRIPTION

Programme Manager – Centre for Global Programmes and International Training (CGPIT)

Position Title	Programme Manager – Centre for Global Programmes and International Training
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, CGPIT shall be responsible for planning, coordinating, monitoring and overseeing IIIDEM's international capacity-building portfolio for Election Management Bodies and global electoral stakeholders.

The incumbent will lead a team of Programme Officers and Training Associates and provide strategic, operational and administrative support for the delivery of existing global programmes, the development of 12 Global Capacity Building Programmes mapped to India's Chairship thematic work, in-country and region-specific programmes, and joint programmes with partner institutions.

The position requires strong programme management, international coordination, protocol and stakeholder management skills, along with the ability to work with EMBs, international organisations, Indian Missions abroad and academic institutions.

SCOPE OF WORK

- Lead planning, execution, monitoring and reporting of international workshops, certificate programmes, seminars and study visits.
- Supervise and mentor Programme Officers and Training Associates assigned to the Centre.
- Coordinate nominations, confirmations, travel support and documentation for foreign participants and delegations.
- Drive development of global programme packages derived from Model International Electoral Standards and Global Best Practices.
- Facilitate joint and in-country programmes with EMBs, universities and international organisations.
- Undertake monitoring, evaluation and impact assessment of capacity development programmes.

KEY RESPONSIBILITIES

Programme Planning & Management

- Lead end-to-end planning and delivery of global programmes including Risk Management & Electoral Resilience, AI & Elections, Professional EMB Workforce Development and the Online Global Certificate Programme.

- Develop the annual global programme calendar, implementation schedules and monitoring mechanisms.
- Ensure resource planning, risk management and issue resolution.

Team Leadership

- Manage, mentor and supervise a team of 2–3 Programme Officers/Training Associates.
- Allocate programme ownership and ensure quality of programme-level documentation.

Stakeholder Management & Coordination

- Liaise with EMBs, international organisations, embassies, Indian Missions abroad, academic institutions and development partners.
- Administer demand surveys, nomination drives and participant confirmations across EMBs.
- Support bilateral and multilateral engagements including joint action plans and cooperation frameworks.

Key Internal Interfaces

- **Centre for National Training** — adoption of IIIDEM pedagogy, session-plan standards and trainer resources for global programmes.
- **Centre for Collaboration and Partnerships** — EMB contact databases, invitations, nominations and visa/protocol coordination.
- **School of Election Technology** — technology and AI modules embedded in international programmes and certificate courses.
- **Strategic Programme Management Unit** — global programme calendar, budget-line utilisation and Cooperation Framework reporting.

International Programme Execution

- Manage end-to-end logistics, documentation, visa letters, travel support and protocol coordination for international participants.
- Oversee development and finalisation of 12 complete global programme packages and region-specific offerings.
- Coordinate joint programmes with universities and partner institutions.

Reporting & Documentation

- Prepare concept notes, programme-level documents, brochures, promotional material, outcome reports and dashboards.
- Maintain participant databases, nomination records and partner engagement history.
- Present periodic updates to senior management.

Monitoring & Quality Assurance

- Conduct monitoring, evaluation and impact assessment of programmes against learning outcomes.
- Identify risks and dependencies in international delivery and recommend mitigation.
- Ensure adherence to institutional quality and protocol standards.

EDUCATIONAL QUALIFICATION

Essential

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

Desirable

- **Prior experience of handling international delegations, including protocol, visa facilitation and multi-country participant coordination; working knowledge of a second UN language.**

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, International Cooperation, Training Management, Governance or Development Sector.
- Experience of managing international programmes, conferences or delegations.
- Experience in stakeholder engagement with international agencies or foreign institutions.

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)

- Successful delivery of the international programme calendar.
- Development of global, in-country and region-specific programme packages.

- Participation levels and geographic spread of EMB engagement.
- Effective supervision of Programme Officers and Training Associates.
- Quality of programme documentation, evaluation and impact reporting.
- Strength of joint programmes and institutional partnerships.

KEY PERFORMANCE INDICATORS (KPIs)

KPI	Measurement Criteria
Programme Delivery	≥ 95% international programmes delivered within approved timelines
Programme Development	Global/region-specific programme packages completed against targets
Participation	Nominations, confirmed participants and countries represented per programme
Team Management	Effective supervision and performance of Programme Officers
Stakeholder Coordination	Timely closure of EMB, Mission and partner action points
Documentation	100% submission of programme-level documents and outcome reports
Partnership Development	Number of joint programmes and institutional engagements supported
Monitoring & Evaluation	Post-programme evaluation completed for every delivered programme
Participant Satisfaction	Feedback scores against institutional benchmarks