



SPARK Senior Program Officer for IBP India

The **International Budget Partnership (IBP)** is looking to appoint a Senior Program Officer to be part of its India team for a new multi-year multi-donor supported initiative called the Strengthening Public Accountability for Results and Knowledge (SPARK). India is one of seven priority countries where this program will be implemented, and this position will support the Country Manager plan and implement the country strategy. The duration of this project is 2018-2022.

The Senior Program Officer (SPO) will have a strong mastery of public finance management (PFM) and fiscal governance, a proven ability to effectively support civil society-led campaigns with technical assistance (TA) and advice, and the understanding of the country's political dynamics and broader accountability ecosystem needed to deliver changes in the delivery of public services for poor and marginalized communities.

IBP is the premier organization leader that works with people and governments to make public budgets transparent and inclusive. We strive to reduce poverty, improve governance, and ensure human rights. Established in 1997, IBP collaborates with civil society organizations in countries around the world to use budget analysis and advocacy as a tool to improve governance and reduce poverty. In addition to its support of civil society efforts within countries to improve budget policies and implementation, IBP and its partners conduct research and advocate at national and international levels for improvements in budget transparency, participation and accountability.

Opportunity

This exciting opportunity is a chance to effect change and impact lives by ensuring that public resources are allocated and used in ways that match priorities of marginalized groups. The SPO will report to the Country Manager, supporting her to implement the SPARK program India strategy by (i) Leading on the PFM and fiscal governance dimensions of the country strategy, and related issues (ii) Leading on building capacity of SPARK partners around fiscal issues and (iii) Supporting research and other interventions required for successful implementation of SPARK.

The work in India will focus on better linking expert budget groups with campaigns, communities, and activists working to advance a specific issue or service specific campaigns. At its core, SPARK is about building civil society capacity, with a strong focus on analyzing public budgets to expose and unblock service delivery gaps affecting the poor and marginalized in communities in selected sites in the country.

The position is located in New Delhi. There is extensive travel in country involved; and more limited travel internationally.

Duties and Responsibilities

The SPO will support the development, refinement and implementation of the SPARK India strategy. Essential duties of the job include, but are not limited to, the following:

Strategy and Learning

- Supports in the strategic planning and implementation of IBP's work in India to best contribute to IBP' mission and overall strategy;
- Ensures that the PFM (Public Finance Management) content in the work that SPARK supports in India, leading and providing both the team and partners with budget analysis and support as may be needed across social sectors covered under SPARK strategy;
- Supports campaigns/partners deepen their understanding and use of the PFM content in all aspects of their advocacy campaigns and engagements;
- In consultation with the team, leads on PFM research that will add value to the work of IBP/partners.

Networking and partnership development

- Supports the CM identify and cultivate opportunities for new partnerships and forms of engagement that can advance the country strategy;
- Supports the India Country Manager in managing relations with partners in-country, including facilitating linkages between and among grantees, broader civil society partners and other key governmental and non-governmental stakeholders, especially where these relate to PFM actors and processes;

Technical Assistance and Capacity building

- Ensures that partners are provided with analytical support, technical assistance and learning facilitation especially as these relate to the PFM dimensions of their work that is supported by SPARK in a timely and effective manner. This includes conducting workshops and meetings with program partners to deepen their appreciation and use of PFM knowledge and information to have both better articulated policy asks, and the most effective and informed campaigns and advocacy approaches;
- Anticipates and coordinates the technical assistance and support that partners may require from IBP, and accordingly plan for the delivery of this technical assistance in the most effective ways;
- Identifies and builds relationships with possible consultants, especially those who are able to service the different PFM needs of SPARK partners, maintains a database of these consultants, and leads in the development of consultant terms of reference, and oversees the managements of consultants under contract.

- Plays a key role in maintaining current knowledge of PFM and broader civil society space, governance, and political economy issues within the country, especially as these relate to the country strategy.

Grants management

- Ensures that SPARK partners have the PFM dimensions of their work clearly expressed in proposals they submit for grant support from SPARK, regularly revisited throughout the implementation of their campaigns and advocacy engagements, and appropriately adapted to reflect new knowledge and learning.

ME and report writing

- Plays a key role in facilitating planning, monitoring and evaluation, and learning processes that feed into adaptive SPARK programming at country level. This also includes making learning available to other SPARK countries and to IBP-wide learning initiatives coordinated through IBP's Strategy and Learning (SALT) team;
- Supports donor reporting.

Action Research

- Ensures that the India Country Office collaborates with SPARK action research partner institutions and in-country researchers to ensure action research is embedded in program activities and learning processes.

Finance and Operations

- Assists in developing annual office budget and monitors budget throughout the year.

Other responsibilities

Other responsibilities include, but are not limited to the following:

- Participates in OBP all staff retreats and SPARK team meetings;
- Contribute to IBP's global research and learning agenda as required or appropriate;
- Lead on the preparation of publications related to the SPARK supported projects;
- Implement and comply with IBP administrative and financial protocols, policies and procedures;
- Perform any other tasks relating to IBP's goals that may be assigned by the Country Manager.

Required Experience and Qualifications

Education

- The ideal candidate should hold a Master's Degree in Public Finance Management, Public Policy and Management, Public Administration, Development Economics, Social Sciences or another relevant subject.

- Candidates with a Bachelor's Degree or Postgraduate Diploma and possessing equivalent experience in a relevant field combined with specialized experience in similar organization/s, may be considered in lieu of a Master's degree.

Experience

- Minimum 5 – 8 years of experience in Public Finance Management, fiscal governance, government budgeting or public policy in India.
- Substantial working knowledge of policies and processes of fiscal governance, government budgeting or public policy across different levels of government in India.
- Demonstrated experience on building capacities of civil society actors and grassroots campaigns to understand and undertake budget analysis, budget monitoring, budget advocacy, and how they link with improved delivery of public goods and services especially for poor and marginalized communities.
- Proven ability to understand the complexities of power and political dynamics and how they relate to inequitable outcomes in relation to service delivery.
- Experience in undertaking research related to public policy or public finance.
- Effective networker with considerable social influence and ability to convene civil society groups and coalitions, and other governmental and non-governmental stakeholders.
- Experience in facilitating adaptive program implementation, including coordinating program teams, managing program budgets and grant funding to civil society organizations, and proactively coordinating with other work units of a larger organization.
- Proven ability to work with organizations that represent marginalized communities.
- Experience in annual budgeting, reporting and supporting partner proposal development

Skills

PFM skills

- Deep understanding of the politics of fiscal inequalities and the complexity of power relations that result in exclusionary fiscal governance and inequitable service delivery outcomes;
- Able to constantly read, interpret and then propose available opportunities that can be capitalized on to advance the SPARK country strategy;
- Able to translate technical PFM information into simple and easy to comprehend language;
- Able to provide creative PFM inputs into the refinement of the IBP strategy in India.

Capacity Building and Engagement

- Able to support CSO partners strengthen their own analytical and strategic capacities needed for their campaigns and other engagements. This includes designing and delivering capacity building interventions as needed;
- Able to engage with membership-based and grassroots organizations around service delivery and public resources issues;

- Able to facilitate participatory processes with community groups;
- Able to capture learning for improvement of technical assistance interventions.

Relationship Management

- Able to establish, support, and grow networks of CSOs and PFM groups, including CSO networks for specific service sectors or issues, as well as multi-stakeholder networks where CSOs actively engage.
- Able to effectively facilitate the connections between CSOs partners, and their networks, and other accountability actors from government, oversight institutions, the media, and other CSOs.
- Able to support CSO partners gain the skills to build and strengthen relationships with other accountability actors.
- Able to contribute to a culture of collaboration and teamwork in a diverse work environment

Management and Communications Skills

- Excellent written and verbal communication skills; able to communicate effectively with partners, colleagues, consultants, and representatives of government and other multilateral organizations
- Demonstrates a high level of organization; a strong ability to prioritize tasks to meet multiple deadlines;
- Ability to work independently with minimal supervision, while maintaining regular and frequent communication with other colleagues including those who are geographically dispersed;
- Proficiency with Microsoft Office package required;
- Proficiency in English and Hindi. Knowledge of another regional language is desirable.

Research and Learning skills

- Proven ability to undertake PFM research and analysis;
- Ability to spot, seize and capture learning through documentation of case studies from a PFM perspective;

Attributes

- Personal qualities of integrity, credibility and a commitment to and passion for IBP's mission.
- Highly flexible and adaptable to shifting environments and works well under pressure;
- Motivated to learn and willing to contribute to learning initiatives
- Team oriented and collaborative, but able to work independently with little supervision;

Physical Demands

- In-country travel may be extensive at times, more limited travel internationally

Terms of Appointment

This is a full-time position. Salary is competitive and commensurate with qualifications and experience. IBP offers a generous vacation and leave program and competitive benefits. Candidates must be eligible to work in India.

To apply: Send a cover application letter and resume to info_india@internationalbudget.org, with “**Attn: SPARK Senior Program Officer – India**” in the email subject line.

