

# **SENIOR PROGRAMME MANAGER - PRIVATE SECTOR JOB PACK**



## **Title**

Senior Programme Manager – Private Sector

## **Location**

Remote working

## **Contract and hours**

36.25 hours per week FTE Monday to Friday

Fixed term contract: 12 months with the potential for an extension

## **Salary**

TBC

## **Job Purpose**

CoST, the Infrastructure Transparency Initiative is seeking a self-motivated senior programme manager to deliver an exciting new programme funded by the US Department of State that aims to galvanise the private sector to improve the integrity and performance of the infrastructure sector.

CoST is a UK registered charity that works with government, civil society and the private sector to improve transparency, participation and accountability in infrastructure investment. This is a new role that provides the post-holder to shape the role and scale up our engagement with the private sector. This cross-cutting role includes:

- Managing the development of the Infrastructure Anti-Corruption Toolbox (IACT), a web-based resource principally aimed at companies looking to mitigate the risk of corruption in the infrastructure sector.
- Coordinating the implementation of IACT in Latin America, and South-East Asia and Africa in coordination with Head of CoST Members.
- Driving our engagement with the private sector including bodies representing the global engineering and construction industry and associations representing investors in coordination with the Head of Communications and Advocacy.
- Reporting progress and results as our principle of point of contact with the US Department of State.



You'll also have a role in shaping our future work with the private sector in general and contributing to business development by providing a private sector perspective when developing grant proposals, commercial bids and strategic partnerships.

Across all our programmes, professional communication, being pro-active and organised, branding of CoST and stakeholder engagement and management is key. Programme delivery is rarely linear so you must be comfortable in rapidly evolving and dynamic environments.

You will be working remotely with in-person team meetings usually held in London 2 to 3 times a year and we are open to candidates living outside of the UK.

### How to apply

Please send a CV no longer than 2 pages plus a 1 page covering letter setting out i) the reasons for applying for the role ii) your experience of engaging and influencing the private sector preferably on integrity and anti-corruption and iii) your experience of managing complex projects by **9am GMT on Monday 23rd February 2026**.

Please include the names of two references in your application. References will be requested if short-listed for interview. Please also note that your application will be shared with the US Department of State if shortlisted for interview. Please send this to

[CoST.Recruitment@InfrastructureTransparency.org](mailto:CoST.Recruitment@InfrastructureTransparency.org)

### Reporting to

Programme Director

### Key responsibilities

#### **Managing the development and maintenance of the Infrastructure Anti-Corruption Toolbox (IACT) (30%)**

- Supporting the risk and resource mapping and web-development.
- Establish an advisory group to support the development of IACT.
- Organising stakeholder engagement with government, civil society and especially the private sector on the resources that would be developed.
- Commission and manage the delivery of new resources.



### **Coordinating implementation of IACT (30%)**

- Working with the Head of CoST Members and the regional teams to develop and support country specific implementation programmes with local partners and State Department posts.
- Oversee the award of sub-grants to implementation partners in accordance with US Federal Government requirements.
- Coordinate the delivery of regional Hackathons with our partners at Accountability Lab.

### **Private sector engagement and influencing (20%)**

- Organise the engagement with business associations and companies to promote the endorsement and use of our tools and standards.
- Promote i) the endorsement and use of our tools and standards to a global audience and ii) key message as part of the wider private sector engagement strategy such as through written communications and organising international side events and webinars in coordination with the Head of Communications and Advocacy.
- Represent CoST at high level international and regional events, bilateral meetings with key private sector partners and in media interviews.
- Provide advice to CoST Member partners, trustees and team members on private sector engagement.

### **Manage the programme activities to time and budget (20%)**

- Lead the development of the IACT results chain-map and monitor, capture and share the subsequent results as part of the broader organisational MEAL Framework.
- Lead the development and submission of progress and financial reporting in line with US Federal Government requirements.
- Review activity schedules and expenditure on an on-going basis and recommend any changes.
- Working with the Senior Finance Manager and Programme Director to develop forecast budgets and activity schedules
- Recruit and manage consultants and advisors to deliver specific outputs.
- Coordinate the management of consultancy and grant agreements with the Department of State.





## Essential experience

- At least five years of experience managing complex programmes on anti-corruption, integrity or infrastructure development initiatives.
- Managing monitoring and reporting processes and funding applications and disbursements.
- Preparing and administering budgets and managing financial information.
- Demonstrable ability to lead through complex and competing priorities, working with relevant multi-team stakeholders to ensure strategic coherence and identify creative solutions.
- Good relationship management experience, including engaging and influencing diverse stakeholders at a senior level.
- The reporting procedures of leading bilateral and multilateral agencies especially the US Federal Government.

## Desirable experience

- Experiences of supporting the preparation of commercial proposals and grant applications for bilateral and multilateral donors and foundations.
- Experience of developing resources aimed at the private sector.
- Experience of developing and delivering a successful private sector engagement strategy and projects across geographically diverse organisations.

## Essential attributes

- A master's degree or higher in a relevant discipline to the requirements of this role
- Proven project management, administrative and organisational skills.
- Excellent communication, listening and relationship building skills in English at a senior level. Excellent partnership, influencing and diplomacy skills.
- Ability to work in a highly flexible and agile way – identifying opportunities and addressing challenges.
- Strong conceptual and analytical skills and an ability to think strategically and creatively.
- Highly motivated, and pro-active with an ability to meet deadlines and work within budgets.
- Ability to prioritise, plan and organise work.
- Willingness to travel overseas as required.
- Commitment to CoST's Mission, Vision and Values.



## **Desirable attributes**

- Knowledge of contracting consultants and managing grant agreements
- Ability to speak and write in Spanish and / or French is an advantage.

## **Key relationships**

- CoST Executive Director
- CoST Programme Director
- CoST Head of Members and Affiliates
- CoST Head of Communications & Advocacy
- CoST Policy and Research Lead
- CoST Senior Finance Manager
- CoST Regional Manager
- CoST Member Managers
- CoST Board of Trustees
- Strategic Partners
- Associates

## **Accountabilities**

Number of people managed directly - 0

Number of consultants managed - up to 4