

ITAD Curriculum Vitae

Family Name Stanton

First Name Jane Catherine

Date of Birth 8 May 1972

Nationality British

Civil Status Married

Education 1993 B.A. (Hons) English Language & Literature (class II:i)
Oxford University.

1997 **Institute of Personnel & Development Stage 1**
4 Modules: Managing Human Resources, Management Processes and Functions, Corporate Environment, Management Information Systems.
Oxford College of Further Education, part-time classes.

Language Skills:

	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
English	5	5	5

Other Skills:

Present Position: Contracts Manager, ITAD Ltd

Years within the Firm: 3

Key Qualifications Contract Management: management and administration of projects throughout the planning and implementation, making necessary arrangements for the smooth running of all contracts, ensuring consultant teams are mobilised, deadlines are met and inputs monitored.

Countries Worked: N/A

Professional Experience Record:

February – September 2002 **Evaluation of the DFID/OCHA partnership process**
Responsible for logistic arrangements and administrative support on this evaluation which involved coordinating country visits to West Africa and East Africa. Specifically, responsible for editorial management of reports and the collation and analysis of responses to a self evaluation questionnaire survey to DFID and OCHA staff.

April 2001 – Nov 2002 **Five-Year Evaluation of UNAIDS Programme**
Responsible for logistic arrangements and administrative support on this 18 month evaluation which involved coordinating country visits with international and national consultants in Namibia, Mozambique, Eritrea, Burkina Faso, India, Indonesia, Ukraine, Argentina, Trinidad & Tobago, as well as cosponsor visits and Secretariat meetings in the States and Europe. Also responsible for collation and analysis of country self-evaluation survey, and editorial support.

- June 2000-April 2001 **Evaluation of Sustainable Development Agreements, Ministry of Foreign Affairs, Netherlands**
Responsible for complex administration arrangements of eleven-month evaluation project carried out in four countries: Netherlands, Benin, Costa Rica and Bhutan, with four teams of consultants. Made all contract and logistic arrangements and dealt with all client and consultant queries. Coordinated material from the four countries, including evaluation questionnaires and reports, comments from several agencies. Edited and put together reports from all the studies for the regular report deadlines: Inception, Draft and Final.
- January – July 2001 **Jamaica: Impact Evaluation of Social Investment Fund, JSIF**
Coordinating all contractual, logistic and financial arrangements for team of seven international consultants for seven month project currently being carried out in Jamaica.
- April-May 2001 **Guyana: Country Strategy Study, EC Delegation**
Making all necessary arrangements to mobilise team of four international consultants for two-month study in Guyana
- UK: DFID KAR Concept Notes**
Provided administrative assistance in organisation of assessment of concept notes submitted for research proposals. Also assisted with queries on 'helpdesk'.
- 1995 - 2000 **Oxford Policy Management Ltd**
Oxford Policy Management provides advice and training in economic and social public policy to governments and institutions in Africa, Asia and Eastern Europe. Funded by DFID, the World Bank, the EC, UNICEF, UNDP.
- July 1997 – Feb 2000 **Programme Administrator for Economic Policy Programme and Public Finance and Management Programme**
Management of projects throughout the planning stage, implementation and follow-up; liaison with staff, consultants and collaborators within and outside the company.

Project preparation: collation of material for project proposals, contracts and budgets; identification of potential project staff and consultants from databases and contacts. *Project implementation:* arranging staff and consultant briefings, conferences, travel, visas, accommodation and ordering, insuring and freighting of equipment as required. *Project finance:* monitoring staff and consultant time input to each project, approving non-staff project expenditure; monitoring financial performance against budgets; compiling invoices from timesheets and receipts; making payments by cheque and foreign draft.

Programme support:
- Maintaining programme files and archives, ensuring they are easily accessible in electronic and hard copy.
 - Developing new information management and database systems.
 - Co-ordinating and providing logistical support at internal and external meetings, taking minutes as required.
 - Dealing with routine correspondence.
 - Recording staff movements (weekly and yearly planners) including contact details.
 - Organising workshops, conferences and seminars in the UK and abroad.
 - Targeting publications and mailshots.

Other responsibilities:

Supervising temporary staff and contractors.

Staff recruitment: selection, interviewing and induction of key administrative staff

April 1995 to July 1997 **Programme Administrator for Social Policy Programme**

February - April 1995 **Administrative Assistant**

Providing administrative support to the busy central office and twelve staff and acting as PA to the Managing Director.

April - Sept 1994 (short term fixed contract) **British Council, Manchester**

Contract Assistant

Liaison: with consultants, institutions and BC offices overseas organising meetings, overseas travel and accommodation.

Procurement: ordering books, materials and equipment for resource centre; compiling and updating database of orders, tracing and answering queries.

Finance: reconciling monthly reports, paying invoices, journalising payments.

February - April 1994 **Alfred Marks Bureau, Secretarial temping**

Work experience during university vacations:

December 1992 Travelled independently to Vijayawada City, Andhra Pradesh, India, to work voluntarily for one month in an orphanage. Main duties were teaching English and Maths and pastoral care.