

## JOB DESCRIPTION

Job Title	Programmes Officer
Reporting to	Head of Programmes
Type	Full Time (37hrs), Fixed Term with the option to extend.
Location	Birmingham
Salary	£ 25,000

### **About the role**

The Programmes officer forms part of the Ethar's International programmes team, set to deliver international aid and initiatives across the Horn of Africa. The PO will support the HoP to ensure that country programmes are implemented and reported on in a timely and of a qualitative manner according to Ethar's Programme Strategies and that the projects are well represented internally and externally. Any issues relating to line management and strategic issues will be referred to the HoP.

The Programmes Officer is responsible for

- Supporting down-stream partners/country offices in appraising documents, securing funding for, monitoring and reporting to donors on country programmes and projects.
- Supporting in setting of budgets and monitoring expenditure
- Ensuring that all information related to country programmes are organised and accessible.

## **Key Responsibilities**

### **Programme development and implementation**

- Keep an up to-date overview of operational matters in respective countries.
- Appraise project proposals submitted by down-stream partners/field offices to ensure that they have clear sense of purpose and direction and to report any major deviations to the line manager.
- Ensure that the quality of proposals and budgets consider value for money which fit into the overall country and regional strategy.
- Assist down-stream partners/field offices in producing high-quality project proposals for funding from Ethar in accordance with country context.
- Support in securing funding from institutions and Ethar Partners on behalf of the country programme where necessary.

### **Planning and Budgeting**

- Participate in the development of country and regional strategy and in policy development based on Ethar experience in respective Country.
- Assist the Head of Programmes to draw up annual action plans and business plans and monitor the implementation of these plans.
- Ensure that the downstream partners/country offices submit project, quarterly, annual, and external audit reports on time.
- Work with finance staff in the development of project and country budgets.
- Work closely with Ethar Finance Department to issue codes for new projects, review budgets and provide timely feedback to Finance Managers, and follow up fund transfer requests.

### **Reporting, analysis, innovative thinking & problem-solving**

- Review and appraise donors/partners reports submitted by downstream partners/country offices to ensure they are of high quality and in accordance with donor requirements.
- Follow up with downstream partners/country offices to ensure that donors and partners reports are submitted on time and in correct format.

- Analyse down-stream partners/country offices budgets to ensure value for money and ensure that programme support costs remain reasonable and cross-charged effectively against country support budget.
- Analyse the security situation and humanitarian space in a country, its implication for Ethar capacity and programming, and give recommendations to the Head of Programmes.
- Report major deviation from compliance with directives and policies to the Head of Programmes.
- Resolve or report challenges to programme delivery.

### **Communication**

- Collate and compile reports and produce data which feed into the Annual Report.
- Communicate with a range of Ethar partners, private donors and other international NGOs related to issues concerning respective countries and regarding the implementation of projects.
- Work closely with the Marketing department to ensure that information in internally and on the websites is up to date (project profiles, case studies, photos).
- Support the Programmes team in fundraising efforts to market projects both within Ethar partners and externally (in coordination with Fundraising mechanisms).

### **Monitoring and evaluation and quality assurance**

- Undertake field visits to support and facilitate quarterly and annual programme and project reviews and lesson learned workshops to ensure programmes are progressing well, delivering the planned outputs and having the necessary impact.
- Monitor downstream partners/country offices programmatic and administrative systems including QMS/CHS activities to ensure they are operating according to Ethar policies and standards.
- To assist the Head of Programmes to undertake risk assessment of downstream partners/country offices and projects and advise on mitigation approaches.

- To liaise with Ethar finance in ensuring downstream partners/country offices annual accounts and programme evaluations are externally audited and necessary actions followed up on.

### **Organisational Learning:**

- Work with colleagues to promote organisational learning.
- Commitment to a participatory, supportive, open environment to ensure the learning and development of all.

### **Internal Relations and Travel**

- Work collaboratively to help in the delivery of Ethar's strategy.
- Undertake any other relevant duties in line with role responsibility, as delegated by the Head of Programmes.
- Travel to visit downstream partners/Country Offices commensurate with the amount of work needed with a ToR approved by the Head of Programmes prior to commencement of the field mission.
- During seasonal campaign periods and emergency programmes, the post-holder will be required to work unsocial hours from time to time.

### **Requirements**

#### Essential:

- A graduate degree or equivalent experience in development/humanitarian areas.
- An in-depth understanding of international development issues.
- Working knowledge of Microsoft Office.
- Proven track record of working in a similar role/successful completion of a one-year trainee programme for this role.
- Proven track record of field work experience with INGOs in developing countries in rehabilitation; development and emergency contexts, preferably in a country of the targeted region.
- Proven experience in monitoring and evaluation of programmes; use of quantitative and qualitative research data collection in support of programme development.

- Proven experience and knowledge of effective budgetary control and grant management.
- Experience of distance management.
- Fluent in English.

**Desirable:**

- Experience of organisational development.
- Experience of working on emergency and/or disaster preparedness programmes in developing countries.
- Experience of working in the sectors of livelihood, shelter, WATSAN and Nutrition.
- Experience of advocacy and communications work.
- Experience of line/team management.
- CRM experience (Zoho ideally) advantageous

**Skills & Qualities**

**Essential:**

- Excellent written and spoken English.
- Strong and well-developed analytical skills coupled with the experience of writing quality proposals and reports.
- Good interpersonal skills including the ability to listen, sensitivity to others' views and perspectives, and conflict resolution.
- Problem solving skills.
- Culturally sensitive.
- Able to work with the most vulnerable groups including women and children.
- Good teamwork skills with the ability to work with different and sometime conflicting agendas.
- Abide by Ethar Code of Conduct and other related Codes of Conduct.

- Willingness to travel at very short notice.

Desirable:

- Limited working proficiency or higher in Arabic.

### **How to apply**

Please send your CV and a cover letter to [rabia.arif@etharrelief.org](mailto:rabia.arif@etharrelief.org)