

## **Job Description**

**Job Title:** Africa Programme Officer (Maternity cover position – 12 months)

**Reports to:** Head of Global Advocacy and Partnerships

**Salary:** £23,398- £25, 951- p.a depending on experience

**Hours:** 35 hours

**Duration:** Maternity Cover- 12 months subject to funding

### **Job Purpose**

We seek a dynamic and efficient Africa Programme Officer to work with the Head of Global Advocacy to facilitate the implementation of partnership projects in East and West Africa. The role requires building relationships with partners, providing technical support and managing and overseeing programme implementation, monitoring, evaluation and reporting to funders. Other key roles will include supporting fundraising for projects and sharing programme lessons to inform policy and programme development.

### **Key Responsibilities**

#### **1. Monitoring, Evaluation and Learning**

- Manage day-to-day operations of the M&E system, including supporting partners to develop appropriate M&E tools and instruments, and provide technical support.
- Support and advise project partners in monitoring outcomes and setting learning objectives for the projects and programmes
- Oversee external supervision and evaluation missions to projects. Support external consultants; developing terms of reference; reporting and organisation of logistics.
- Undertake regular monitoring visits to the projects in Africa
- Ensure regular sharing of M&E findings with project staff, implementing partners and primary stakeholders through contributing to reports, articles and website.
- Assist in managing high quality FORWARD-generated evaluation and learning reports and ongoing analysis and reporting of appropriate data
- Lead on sharing of learning, ensuring dissemination of good practice

#### **2. Provision of Technical Support and Capacity Building to project partners**

- Support the Head of Global Advocacy and Partnerships to determine appropriate learning interventions with FORWARD's Africa Project Partners
- Develop and organise training to build capacity of partners and including developing tools and systems for programme management and M & E

- Undertake on-going review of programme approaches, management information systems and general capacity of partners and provide technical support and resources.
- Develop programme management capacity of partners and stakeholders, through provision of technical support, training and mentoring.

### **3. Partnership, coordination and communication**

- Communicate with local counterparts on project details. Recommend courses of action to partners and Line Management. Oversee fund disbursement and ensure quality implementation of projects;
- Support partners to develop workplans in line with project schedules
- Oversee partnership visits to project sites for staff, trustees and other partners, which include providing information and briefing on project activities
- Support sharing of information and communication of partner programmes at regional and UK level
- Oversee regular steering committee meetings with project partners to assess progress in delivery of projects and workplans.
- Assist in external communications: developing website content, newsletters, public presentations, and articles as appropriate

### **4. Contract management and reporting**

- Manage project contracts with funders and ensure that conditions of grants are all met
- Ensure that financial information and reporting is up to date and in line with project budgets and monitor related supporting documents.
- Manage and coordinate scheduled reporting on progress of projects and ensure they meet donor requirements and timeframes

### **5. Fundraising and project development**

- Support the design and development of project proposals for Africa Programmes
- Provide technical advice to team members in proposal development including M&E, theory of change and financial information in relation to project proposals
- Help identify potential funding for projects in line with FORWARD's strategic plan

### **6. General responsibilities**

- Undertake any general enquiry work; advice and support where needed
- Comply with FORWARD's Equal Opportunities and Health and safety policies
- Abide by organisational policies, code of conduct and practices.
- Attend relevant training in order to fulfill the requirements of the job.
- Keep abreast of the latest developments in M&E and network with other organizations for best practices and technical assistance.
- Attend meetings internally and externally as and when requested.
- Be proactive in keeping up to date with developments affecting your work by improving personal competence through professional development
- Maintain high standards of conduct and personal integrity

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

## Person Specification AFRICA PROGRAMME OFFICER (maternity cover)

CRITERIA	Essential	Desirable
<b>EXPERIENCE</b>		
At least 2 years' experience of working on gender and development issues affecting women and girls in Africa	√	
Experience of working with international NGOs in development,	√	
Experience of monitoring and evaluation including developing and implementing M&E systems, data analysis and reporting, developing monitoring and evaluation tools performance indicators,	√	
Experience of facilitating organisational learning	√	
Experience in institutional fundraising and reporting to donors	√	
<b>SKILLS &amp; ABLITIES</b>		
Strong analytical skills	√	
Good communication skills including verbal and written reports and presentations	√	
Problem solving skills and techniques	√	
Project management skills		√
Strong numerical skills, IT skills and data base management		√
Ability to design materials and resources for partners	√	
A team player, able to work in a collaborative way		
Ability to work effectively with local partner organisation staff, senior managers, consultants and a variety of other stakeholders, both internal and external	√	
<b>KNOWLEDGE</b>		
Understanding of international development issues and rural and social issues in Africa	√	
Monitoring, evaluation and learning methodologies and research including use of participatory, qualitative and quantitative techniques	√	
Sound knowledge of accountability issues including value for money, good practice, processes and initiatives with the development sector	√	
Budgets and budget processes		√
Familiarity supportive attitude towards processes of strengthening local organisations and building local capacities for self-management	√	
Knowledge of an African language will be ideal		√
<b>QUALIFICATION/OTHER REQUIREMENTS</b>		
Graduate degree in/or a field related to development international development, or relevant field preferred and/or management and experience in field research	√	
Commitment to the values and vision of FORWARD and tackling equality and diversity issues	√	
Willingness to travel 60 % of the year to Africa and to work evenings and on weekends.	√	