

JOB DESCRIPTION

JOB TITLE: PROGRAMME OFFICER – Governance

I. JOB SUMMARY:

Function of the position:

- The Programme Officer position has been established in line with the need for a strong institutional response to partnership. Irish Aid works through a variety of modalities that include financial and technical support to multi-donor pooled funds, regional block grants, as well as pooled and bilateral engagements with civil society and Government organisations. **A commitment to professional and systematic Project Cycle Management (PCM) underpins all of our partnerships and therefore is a primary role of all Programme Officers.**
- The Programme Officer function is in the first instance charged with ensuring that all funding partnerships are comprehensively managed in line with best practice for Project Cycle Management and Irish Aid's commitment to management for results.
- The Governance Programme Officer will have additional responsibilities around the provision of technical support to partners, particularly bilateral partners, in areas identified as being of priority by the Senior Governance Programme Manager, and will be delegated to represent the Irish Aid Governance team in external fora as and when required.

The main areas of responsibility will include:

- Day to day management of the process and paperwork required for the various partnerships supported. This will include active participation in the appraisal and monitoring of partnerships in accordance with results based management, as well as the monitoring of plans and budgets, programme implementation and results, and audit report follow-up.
- Monitor utilisation of the programme expenditure and report on same to the Senior Governance Programme Manager through the use of established PCM formats and procedures.
- Attend, input into, and report back on various external technical working group meetings attended
- Participate in regular field monitoring. Written Back-to-Office reports must be generated following each field visit
- Preparation of case studies on funding partnerships' impact and lessons learned
- Preparation of reporting materials for internal accountability processes (bi annual and annual reporting) in line with results based management

- Support the Senior Governance Programme Manager in the development of analysis and thematic papers as part of any Mid Term Review or Country Strategy Planning process
- Provide day-to-day administrative support to the Senior Governance Programme Manager in the organisation of field visits, programme payments, consultancy support, information management, and filing

Reporting lines

The Governance Programme Officer will report directly to the Senior Governance Programme Manager.

Additional Communication lines

The Governance Programme Officer will work with the Programme Support Manager around systems for PCM, filing, and ensuring that all necessary data on internal and external information management systems is recorded in a timely and accurate manner.

The Governance Programme Officer will have cross-team communication responsibilities, in particular around Irish Aid's cross cutting priorities of Gender Equality, Environment, Governance and HIV/AIDS, and will support the Governance team in leading on the mainstreaming of governance and gender across the programme

II. REQUIREMENTS

Essential skills:

- A university degree in an area relevant to social development.
- Proven experience of working on project cycle management including: procurement processes; financial management of budgets and disbursements; audit; M&E; and information management.
- Knowledge and experience of the operating framework for civil society in Ethiopia.
- Knowledge and experience of the role of civil society in promoting good governance, accountability and development.
- A willingness to travel frequently, often to remote areas.
- Excellent written and spoken English and Amharic.
- Good communication and negotiation skills, with an aptitude for external representation and networking.
- Excellent computer skills including on Outlook, Word, Excel and Power point.

Desirable skills:

- Experience of mainstreaming cross-cutting issues, particularly gender and/or governance.
- Knowledge and experience of organisational capacity development.

- Knowledge and experience of Social Accountability and other community based participatory tools Knowledge of civil societies' contribution in the main thematic areas of development in Ethiopia (livelihoods, health and nutrition, social protection, economic empowerment and development, policy influence and capacity building).
- Results based monitoring, including the generation and analysis of survey data.
- Case Study preparation

Terms and Conditions

The Governance Programme Officer position will be appointed initially on a three-year fixed term contract.

Remuneration will be normally be provided on Grade Two of the Irish Aid Ethiopia salary grade [Starting Euro 1,225.00 – Ceiling Euro 1,994.00]