

JOB DESCRIPTION

Job Title: PROGRAMME OFFICER – Governance

I. JOB SUMMARY:

Function of the position:

- The Programme Officer – Governance will support the Embassy Mission Strategy and partnership portfolio in line with policy aims to contribute to strengthened, inclusive and accountable governance in Ethiopia. The Programme Officer will report to and support the Senior Programme Manager for Governance with regard to accountability for the quality of programming and associated fiduciary control within their assigned portfolio of grant partners.
- The Programme Officer position supports strong institutional partnership management capacity. 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, Government and other international organisations. A commitment to professional and systematic Project Cycle Management (PCM), codified through the Standard Approach to Grant Management (SAGM) of the Department of Foreign Affairs, underpins all of our partnerships and therefore is a primary role of all Programme Officers.
- The Programme Officer function supports through ensuring that all funding partnerships are comprehensively managed in line with best practice for Project Cycle Management, the SAGM and Irish Aid's commitment to management for results.
- The Programme Officer will have additional responsibilities around the provision of technical support to partners in areas prioritised 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 documentation 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 partner's expenditure and report on the same to the Senior Governance Programme Manager through the use of established PCM and SAGM 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.
- Prepare case studies on funding partnerships' impact and lessons learned.
- Prepare reports for internal accountability processes (bi-annual, annual and ad-hoc 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, evaluations or Country Strategy Planning processes.
- Provide day-to-day administrative support to the Senior Governance Programme Manager in the organisation of field visits, programme payments, consultancy support, information management, filing and other administrative tasks as required.

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 and SAGM, 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, Disability, Environment, Governance and HIV/AIDS, and will support the Governance team in leading on the mainstreaming of governance and gender across the programme. These thematic areas could change depending on the Country Mission strategy and Senior Governance Programme Manager's prioritisation.

II. REQUIREMENTS

Essential skills:

- A bachelor level degree in an area relevant to social development (e.g. Development Studies, Political Science, Law etc.)
- 3 years of experience in 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 in actions promoting good governance, accountability and development including civil society roles, economic governance, conflict mitigation/resolution, Human Rights protection etc.
- A willingness and ability 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 Powerpoint.

Desirable skills:

- Experience of mainstreaming cross-cutting issues, particularly governance and gender equality.
- Knowledge and experience of organisational capacity development.
- Knowledge and experience of Social Accountability and other community-based participatory tools, knowledge of civil society's 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 monthly salary of Euro 1,608.59.