Job Specification: Programme Officer

Department:	Programmes
Scale:	PSM2
Line managed by:	Programme Manager
Responsible for line managing:	National Staff
Location:	Jordan/Syria (position will be split between the two locations depending on need)

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:

To provide strong in-country grant management and administration, working independently as directed by the Programme Manager. To produce high quality proposals, reports and other materials for approval as required by the PM and Programmes Department UK. Representing MAG at coordination meetings and leading on liaison with NGO/UN mechanisms as well as other key stakeholders, such as partners and donors as required in Amman or Turkey..

Job Description

Grant monitoring

- Provide day-to-day monitoring of significant number of grants, contracts and expenditures according to work plans agreed by the PM
- Support the PM to ensure that the country programme business plan objectives are achieved in regards to grant management and preparation of donor reporting.
- Lead on timely and accurate information, analysis and reports on current grant and proposal status as required by PM and MAG HQ.
- Assist the PM in the monitoring of contracts and MoUs, and in monitoring the progress of projects conducted by grantees of MAG. As directed by the PM to provide support and grant management oversight to local grantees to ensure that contractual obligations can be fulfilled.
- Pro actively engage with partner organizations/grantees through coordination/monitoring meetings in both Amman and Turkey if required.

Donor and partner related activity

- Coordinate the collection of information, and draft funding proposals for submission to MAG HQ for approval, as directed by the PM, using the Proposal Monitoring Form (PMF) system.
- Provide support to the PM and UK HQ/Business Development Manager in identifying and collecting information on possible future donors and funding opportunities to support MAG activities.
- Support the PM and CD in creating and maintaining relationships with donors, partners and other parties as required.
- Assist in the planning and hosting of programme visits by MAG staff, donors and partner agencies.
- Independently attending/leading on stakeholder coordination meetings and liaison with donors as required, providing strong representation of MAG Syria
- Providing support with Partner management and liaison.

Information Management

- Develop and maintain systems for recording programme activities and outputs

- Provide relevant materials, case studies, photographs, events and media contacts in line with MAG's corporate profile, identity and message as directed by the PM and in co-ordination with MAG HQ Communications Department.
- Establish appropriate internal reporting formats and ensure effective internal information flows.

Business Planning

- Contribute towards programme business plans and budgets as directed by the PM.
- Support the PM in his/her in-country Public Relations/Communications role.
- Support the PM as required in the planning and implementation of research, activities and events within the programme area
- Liaise with HQ to ensure that required general programme and country data is communicated effectively.
- Provide input into regular in-country management meetings
- Assist in the monitoring and evaluation of programme business plans and activities
- Assist in the process of national staff capacity building, identifying training needs and providing mentoring support where appropriate

All HQ staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Significant experience in overall grants management and administration for wide variety of donors
- Significant experience of developing and supporting projects
- Experience with liaison , representation and coordination at relevant UN/NGO coordination mechanisms as well as other stakeholders such as donors and partners
- At least 3 years' experience of working overseas in humanitarian organisation for similar role – strongly preferable in Humanitarian Mine Action
- Experience of working in the Middle East region

Essential Skills and Knowledge

- Project design and planning skills
- Proposal writing skills
- Report writing skills
- Research skills
- Good knowledge of excel and experience of data analysis
- Commitment to humanitarian and capacity building principles

- Knowledge of international humanitarian development needs and related issues
- Ability to work to a budget
- Awareness of relevant security issues in project design
- Excellent organisational skills with the ability to coordinate activities
- Good literacy, numeracy and IT skills (e.g. Word/Excel)
- Ability and willingness to undertake routine administrative tasks
- Proactive and able to manage own workload effectively

Essential Aptitude

- Innovative, creative and proactive with an analytical and solution-oriented approach
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to meet deadlines and work calmly under pressure
- Ability to represent and promote MAG
- Commitment to MAG's strategic direction and core values
- Self-motivated, flexible and enthusiastic approach to work
- Commitment to MAG's equal opportunities policy

Desirable

- Understanding of legal issues in relation to contracts and charity and company law
- Knowledge of Monitoring and evaluation processes.
- Experience with Humanitarian Mine Action

Signed employee:	**Date:**
Signed manager:	**Date:**

November 2018