Job Specification: Programme Officer

Department:	Programmes
Scale:	PSM2
Line managed by:	Country Director
Responsible for line managing:	N/A
Location:	Overseas

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 in-country grant administration and grant management as directed by the Country Director. To produce funding proposals for approval as required by the CD and Programmes Department UK.

Job Description

Grant monitoring

- Provide day-to-day monitoring of grants, contracts and expenditures according to work plans agreed by the CD
- Support the CD to ensure that the country programme business plan objectives are achieved in regards to grant management and preparation of donor reporting.
- Provide timely and accurate information, analysis and reports on current grant and proposal status as required by CD and MAG HQ.
- Assist the CD in the monitoring of contracts and MoUs, and in monitoring the progress of projects conducted by grantees of MAG. As directed by the CD to provide relevant support to local grantees to ensure that contractual obligations can be fulfilled.

Donor and partner related activity

- Coordinate the collection of information, and draft funding proposals and budgets for submission to MAG HQ for approval, as directed by the CD, using the Proposal Monitoring Form (PMF) system.
- Provide support to the CD and UK HQ/Business Development Manager in identifying and collecting information on possible future donors and funding opportunities to support MAG activities.
- Support the 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.

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 CD 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 CD.
- Support the CD in his/her in-country Public Relations/Communications role.
- Support the CD 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 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

- Experience of developing and supporting projects
- Experience of working overseas on development/humanitarian projects

Essential Skills and Knowledge

- Project design and planning skills
- Proposal writing skills
- Report writing skills
- Research skills
- 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

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

- Knowledge of relevant institutional donors with an understanding of their needs and requirements
- Understanding of legal issues in relation to contracts and charity and company law

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

May 2017