Job Specification: Senior Programme Officer

Department: Programmes
Scale: PSM 3
Line managed by: Programme Manager – Grants & Partnerships
Location: Iraq

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:

The Senior Programme Officer will be responsible for the following:

- Supporting the Programme Manager with implementing day to day grant management tools, including work planning, oversight and reporting
- Drafting funding proposals and donor reports, conducting donor research, and conducting stakeholder liaison and donor representation as needed
- Design and oversight of project monitoring and evaluation tools and processes (ie PPT meetings)
- Support management/leadership of the Programmes Team and fulfil duties of Acting Programme Manager in the PM's absence.

Job Description

Business Development, Donor and Partnership Management support

- Support the Programme Manager in producing high quality concept notes, proposals, reports and case studies related to the country programme.
- Provide support to the Programme Manager – Grants & Partnerships and UK HQ/Business Development Manager in identifying and collecting information on possible future donors and funding opportunities to support MAG activities.
- Support in creating and maintaining relationships with donors, partners and other parties as required.
- Plan and provide support for programme visits by MAG staff, donors and partner agencies.
- Conduct research and data analysis to inform proposals and priority setting.

Grant Monitoring and Reporting

- Manage the monitoring of grants, contracts and expenditures according to work plans for grants.
- Provide timely and accurate information, analysis and reports on current grant status.
- Support the Country Director and Programme Manager to ensure that the country programme business plan objectives are achieved for grant management and monitoring and evaluation.
- Assist in the monitoring of contracts and MoUs, and in monitoring the progress of projects conducted by grantees of MAG. Provide relevant support to local grantees to ensure that contractual obligations can be fulfilled.
- Ensure that all activities for grants are implemented in line with donor requirements and in accordance with MAG, donor, country and international standards, rules and regulations.
- Ensuring that all internal and external reporting requirements are met, and that accurate and meaningful data is available to support reporting requirements.

Monitoring and Evaluation

- Design and streamline M&E frameworks that will be compatible with project impact, goals and objectives.
- Support capacity building of relevant staff on M&E data collection and tools.
- Monitor and communicate progress of log frame results and impact analysis to measure level of project success.
- Develop a handbook of programme-wide standard indicators with definitions, collection methods, data sources and frequency.
- Produce and implement a programme-wide M&E plan to deliver on project requirements as well as demonstrate impact of operations.

- Utilise M&E results and analysis in development of project proposals, reports, case studies, donor communications and public engagement.

Business Planning

- Support the Country Director and Programme Manager 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.
- Assist in the monitoring and evaluation of programme business plans and activities.

All International 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
- Experience in monitoring and evaluation of development/humanitarian projects

Essential Skills and Knowledge

- Project design and planning skills
- Proposal writing skills
- Report writing skills
- Research skills
- Knowledge of monitoring and evaluation methodologies
- Commitment to humanitarian and capacity building principles
- Knowledge of international humanitarian development needs and related issues
- Ability to work to a budget
- Excellent organisational skills with the ability to coordinate activities
- Good literacy, numeracy and IT skills (e.g. Word/Excel/Outlook)
- 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:**

February 2021