Job Specification: Programme Officer

Department:	Programmes
Scale:	PSM2
Line managed by:	Programme Manager, Grants & Partnerships
Responsible for line managing:	n/a
Location:	Iraq

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

Job Purpose:

The Programme Officer (PO) is the Iraq programme's go-to researcher and writer. The PO takes the lead in regards to donor reporting, and serves as the lead drafter of narrative proposals, conducting desk research and liaising with other departments as necessary. In addition to the research and writing component, the PO provides support to grant management and grant administration, business development, representation, business development, and public relations.

Job Description

Grant management, grant monitoring, and reporting (65%)

- Ensuring that all internal and external reporting requirements are met, and that accurate and meaningful data is available to support reporting requirements.
- Lead donor reporting, including drafting donor reports and coordinating inputs from other departments as required.
- Conduct research, monitoring, and analysis of context, needs, and situation in area of operations.
- Monitor grants, including monthly preparation of monitoring and analysis tool of progress against output and outcome targets; as well as monitoring progress against grant/progress logframes.
- Provide timely and accurate information, analysis and reports on current grant and proposal status.
- Work with the community liaison team to ensure that outcome monitoring meets donor requirements.
- If required, assist in the monitoring of contracts and MoUs and monitoring the progress of projects conducted by the grantees of MAG.

Business development, research, and donor relations (25%)

- Lead the drafting of high quality narratives for funding proposals and concept notes, conducting desk research and coordinating with other departments as necessary to prepare strong proposals.
- Develop log frames, work with the PM and other staff to develop new indicators and set indicator targets.
- Support the Programme Manager with project conceptualisation and project planning.
- Conduct desktop needs analysis research to feed into new business development ideas.
- Support relationship management with donors, partners, other humanitarian NGOs and other parties as required.
- Research donor priorities and strategies and assist the programme manager to align MAG's projects to donor priorities
- Assist in the planning and hosting of programme visits by MAG staff, donors and partner agencies.

Other responsibilities: Coordination, Information Management, Content Creation (10%)

- Work with IM (Information Management) department to make sure systems are fit for purpose and provide suggestions to ensure that the information management system meets donor reporting requirements
- Represent MAG at coordination meetings such as the mine action sub-cluster, protection cluster, etc.
- Analyse data and communicate lessons learnt internally.
- Develop and maintain systems for recording programme activities and outputs for donor reporting
- Review case studies and other public relations content produced by communications team.
- Support and mentor programme/communications department staff as necessary
- Liaise with HQ to ensure that required general programme and country data is communicated effectively.

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, Skill and Knowledge

- Experience of developing and supporting projects in international aid or development overseas in a conflict / post conflict environment.
- Project design and planning skills
- Proposals and 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:**

February 2022