Job Specification: Programme Officer

Department:	Programmes
Scale:	PSM2
Line managed by:	Country Director (CD)
Responsible for line managing:	N/A
Location:	Somalia

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'.

MAG's Values. Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose

EXPERT - through excellence and expertise we build trust

INTEGRITY - we strive to do the right thing

COMPASSION - people come first in everything we do

INCLUSIVE - we are inclusive, and we value diversity

Job Purpose: Grant management and administration for the Somalia Country programme; coordinating the development and submission of high quality, well researched concept notes and proposals and compilation of high-quality donor reports and other information needs as directed by Country Director.

Job Description

Grants Management

- 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 reengagement

- Coordinate the collection of information, and draft funding proposals and budgets for submission to MAG HQ for approval, as directed by the CD.
- Provide support to the CD and Regional Program Support 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.
- Attend relevant coordination forums and provide feedback on deliberations to CD and other relevant programme staff
- Monitor the delivery of sub-contracted grants through review of program outputs and reporting.

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.
- Provide input into regular in-country management meetings
- 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.
- Contribute towards the programme commitment towards diversity, equality and inclusion initiatives.
- Support the CD in their 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
- Assist in the monitoring and evaluation of programme business plans and activities
- 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

Capacity Building

- Develop and implement capacity building plans for national staff on MEAL and other identified grants related capacity needs.
- Support programme staff in developing case studies
- Mentor and coach senior program staff on program information collection and report writing

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.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

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.

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Person Specification

Essential Experience

- Experience of developing donor proposal
- Experience in high-quality donor reporting
- Experience of working overseas on development/humanitarian projects

Essential Skills and Knowledge

- Project design and planning skills
- Proposal writing
- Report writing
- Research skills
- Commitment to humanitarian and capacity building principles
- Knowledge of international humanitarian development needs and related issues
- Understanding budgetary requirements and how to build a budget for a project delivery.
- 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
- Experience in Humanitarian Mine Action
- Experience of working in Africa
- Knowledge of Physical Security & Stockpile Management (PSSM)
- Demonstrable experience of working on cross cutting issues such as EDI, Safeguarding and Environment initiatives
- Knowledge of spoken Somali

Signed employee:	**Date:**

Signed manager:	**Date:**