Job Specification: Programme Officer (CARICOM)

Department:	Programmes
Scale:	**PSM Grade 2**
Line managed by:	Regional Programme Manager (RPM)
Responsible for line managing:	N/A
Location:	Trinidad & Tobago with travel across CARICOM states

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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:

To provide in-country grant administration as directed by the Regional Programme Manager (RPM). Assist in producing quality funding proposals for approval as required by the RPM and Programmes Department UK. Support with monitoring of grant performance, the submission of high-quality donor reports and other information and communication needs as directed by the RPM.

Job Description

Grant monitoring

- Support with day-to-day monitoring of grants, contracts, MoUs and expenditures according to work plans agreed by the RPM and supports efforts to ensure that grants are implemented in compliance with agreements
- Support the RPM to ensure that the regional programme plan objectives are achieved
- Anticipates and offers creative and immediate solutions to troubleshoot project problems
- Support in the drafting/editing of high-quality quarterly, annual and/or final project reports
- Provide timely and accurate information and analysis on current grant and proposal status as required by RPM and MAG HQ.

Donor and partner related activity

- Coordinate the collection of information and support with drafting funding proposals and budgets for submission to MAG HQ for approval, as directed by the RPM
- Provide support to the RPM and UK HQ/Business Development Manager in identifying and collecting information on possible future donors and funding opportunities to support MAG activities
- Support CARICOM IMPACS and individual Countries in planning and delivering media campaigns in support and promotion of WAM activities
- Support the RPM in creating and maintaining relationships with donors, partners, country focal points and other parties as required
- Support with ensuring donor and partner(s) visibility in programme activities
- 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
- Monitor, analyse and report on political and related developments across the region which are relevant to the programme
- Provide relevant materials, case studies, photographs, events and media contacts in line with MAG's corporate profile, identity and messaging as directed by the RPM and in co-ordination with MAG HQ Communications Department
- Establish appropriate internal reporting formats and ensure effective internal information flows
- Provide input into regular management meetings.

Programme Planning and Communications

- Contribute to the substantive design of programme plans and budgets as directed by the RPM
- Actively support in the development of regional communications strategies and activities including awareness and sensitization campaigns
- Support in the planning and implementation of research, activities and events within the region
- Liaise with HQ to ensure that required general programme and country data is communicated effectively.

Staff Support

- 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
- 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.

Person Specification

Essential Experience

- Experience with project management
- Experience in developing high quality funding proposals and reports
- Experience of working on international development/humanitarian projects
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Essential Skills and Knowledge

- Project design, planning and management skills
- Proposal and 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 oversee a budget for project delivery
- Excellent organisational skills with the ability to coordinate activities
- Ability to work independently and as a member of a team to effectively meet programme goals
- Good literacy, numeracy and IT skills (e.g. Word/Excel)
- Ability and willingness to undertake routine administrative tasks
- Fluent in English

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's vision within context of weapons and ammunition management (WAM)
- Commitment to MAG's strategic direction and core values
- Self-motivated, flexible and enthusiastic approach to work
- Willingness to travel extensively around region
- Commitment to MAG's equality, diversity and inclusion policy

Desirable

- Knowledge of relevant institutional donors with an understanding of their needs and requirements
- Experience developing and implementing communications campaigns and/or event management
- Knowledge of Physical Security & Stockpile Management (PSSM)
- Experience working in the Caribbean and working knowledge of the politics and culture of the region
- Advanced proficiency in French

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

September 2023