Job Description: Programme Support Officer

Department:	Programmes
Scale:	PSM 2
Line managed by:	Country Director
Responsible for line managing:	N/A
Location:	South Sudan

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: Grant management and administration for South Sudan Country program; coordinate 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

Program Planning and Development

- Participate in the development and evaluation of programme business plans
- Maintain the country program annual calendar
- Conduct research on potential funding opportunities and advise the Country Director as necessary
- Participate in country planning meetings

Grants Management

- In liaison with HQ focal persons, ensure that grant management information is communicated effectively to all relevant staff for prompt action
- Coordinate information collection and development of funding proposals and concept notes and manage the review and approval process in liaison with HQ focal persons, using the Proposal Monitoring Form (PMF) system.
- Compile and coordinate the review process of donor reports, and other information needs.
- Plan and facilitate regular program review processes; quarterly and annual program reviews, and properly document the lessons learned.
- Constantly monitor the grants calendar and coordinate grants monitoring activities; grants opening, mid-term reviews and grants closure meetings.
- Assist the CD in monitoring grant contracts and MoUs in line with donor and partner regulations to ensure strict compliance
- Provide timely and accurate information of grants and proposals to relevant programme staff and HQ focal persons.

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Information Management

- Support the implementation of research and other learning evens in the programme
- Develop monitoring, evaluation, accountability and learning (MEAL) tools for programme information documentation
- Support CD with in-country communication to all staff and relevant stakeholders
- Maintain an accessible online repository of updated program information
- Establish appropriate internal reporting formats and ensure effective information flow within the programme
- Compile case studies, and develop an archive of program photos, events and media contacts for internal and external communication in line with MAG's corporate profile

Capacity Building

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

Donor Liaison

- Support the CD in creating and maintaining relationships with donors in country.
- Conduct and document research on donors to assist in prioritization of fundraising engagements
- Support the CD in pursuing funding opportunities through stakeholder engagements and information sharing
- Develop and maintain a database of potential donors and their areas of interest.
- Assist in planning and hosting visits by donor and program partners

Partnerships and Networking

- Attend relevant coordination forums and provide feedback on deliberations to CD and other relevant programme staff
- Develop data collection and reporting tools and support partners in applying them
- Create and maintain a compliance register for partners

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.
- 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

- Prior experience in working and supporting programmes in complex humanitarian situations
- Experience in providing program support to multiple projects
- Previous working experience in developing countries
- Experience in high level networking
- Commitment to humanitarian principles

Essential Skills and Knowledge

- Project design and planning
- Proposal development and report writing
- Research and management of learning
- Knowledge of humanitarian development needs
- Demonstratable awareness of security issues in project planning
- Excellent organisational skills
- High literacy, numeracy and IT skills
- Ability to perform routine administrative duties

Essential Aptitude

- Innovative and proactive with a problem-solving approach where systems can be improved.

- Determined and committed to the highest quality standards.
- Ability to establish and maintain effective working relationships at all levels internally and externally, including suppliers.
- Ability to meet deadlines and work calmly under pressure.
- Ability to handle and prioritise a heavy workload.
- Ability to represent and promote MAG.
- Interest in and commitment to MAG's humanitarian and capacity building mandate.
- Self-motivated, flexible and enthusiastic approach to work.
- Commitment to MAG's equal opportunities, diversity and inclusion policies.
- Team player and participatory engagement
- Resilient and versatile in a constantly changing environment.

Qualifications

- University degree in International Development, Social Sciences, or Administration with commensurate relevant experience.

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