



JOB DESCRIPTION

TITLE OF THE POSITION: Program Officer

ROLE PROFILE

The Programme Officer will provide leadership and technical input in Effective, efficient, and cost-effective management and implementation of assigned programmes/projects as envisaged in the FAWE Strategic Plan (2019 – 2023) and Organisation Workplans. Specific focus and leadership will be given to increasing visibility of FAWE's work and achievements through programmes implemented and attraction of project resources. This includes successful delivery by fostering innovative advocacy practices in relation to gender equity and transformative education principles. She/He will be the point person [Lead] for each assigned programme at FAWE, providing technical, quality assurance and programmatic leadership on implementation of the programmes in countries they are being implemented and overall relation of all programme's partners.

KEY RESULT AREAS

- Leadership in FAWE Programme work including identification of new programmes, strategies of implementation and resources as guided by the Organisation Strategic Plan.
- Ensure assigned programmes evaluations, assessments, research, and sustainability plans.
- Successful implementation of ALL assigned Programme as per approved programme work plan and Budgets

KEY ACTIVITIES

Project Management- Support to program planning, implementation, and evaluation

- Coordinate implementation of FAWE Programme work especially of the assigned Programmes. The work entails; observing the deliverables, timelines, budget in compliance with consortium guidelines, contributing to the consortium in the development and yearly adaptation of the country-specific Theory of Change, work plans, M&E plans, lobby & advocacy plans, selection of partner CSOs, compliance to FAWE procedures, funding partner and the respective country governments.
- Monitor quality assurance processes and systems to ensure the highest quality of the project implementation, risk management and reporting to the funding partner(s).

Capacity Building and Project Development

- Support internal assessment and recommend on capacity building needs for FAWE.
- Build and support the partnership between consortium partners and any other partners to strengthen Programme project and general FAWE Programme delivery and promote exchange and mutual learning.
- Guide on building and strengthening alliances with Programme actors.
- Support National Chapters on programming.

Contribute to the broader work of FAWE at global, regional, and national contexts.

- Lead in lobbying and advocacy to widen the civic space for African women in all their diversity and works.
- Provide technical input in funding proposals for the projects.



Any other tasks required for smooth coordination and management of FAWE's programme work.

Qualification and Experience

- At least 5 years' experience in programme management and 2 years NGO experience.
- Degree in Social Sciences, Education, Political Science, Gender, Law, or any other relevant discipline. (Master's degree is an added advantage)
- Experience in strategic partnerships especially working within a consortium (range of stakeholders) covering more than one country.
- Programme management skills, including Theory of Change methodology, process management, scheduling, project control, documentation development, risk management and quality management, monitoring and evaluation.
- Writing and presentation skills for periodic reporting on process/outcome/outputs & deliverables.
- Sound knowledge of lobby and advocacy especially focusing on SRHR and Education.
- Strong leadership skills - Critical thinking and Evidence of thought leadership

ORGANISATIONAL STRUCTURE (WORKING RELATIONS)

Reports to: Deputy Executive Director

PERSON SPECIFICATION

- Strategic perspective/vision
- Problem analysis, problem solving and ability to work under pressure.
- Communication skills (writing/editing/oral) in English
- Creativity
- Persuasiveness
- Networking and Social skills
- Planning, organizing and control.
- High level of integrity and an affable team player
- Is proficient in the use of Microsoft programs such as Word, Excel, and Power Point.
- Possesses excellent phone and email etiquette.
- Must be willing and able to travel periodically.