

## Program officer:

Job Title:	Programme Officer		Revised:
Department:	Program and Fundraising	Job Family:	Officer
Reports to:	Program Coordinator	Grade:	AAU – PAF – O2
Location:	AAIU		
Direct Reports:	Programme Officers		
<b>Job Role</b>			
<b>Role Summary:</b>	To lead and supervise the Organisation, implementation and coordination of Programmes and sponsorship activities in the cluster in line with the 6th strategy paper and other Organisational policies this role is expected to lead strategic relationships and ensure adequate representation of AAU within the district among relevant government offices, CSOs and other stakeholders' critical spaces		

<b>Key roles and responsibilities</b>	
<b>Key Result Areas</b>	<b>Duties and Responsibilities</b>
1. Programme Coordination, Implementation and Monitoring	<p><b>Coordinate and monitor Program activities prepare and submit periodic reports that address community priority poverty issues</b></p> <ul style="list-style-type: none"> <li>• Coordinate implementation of programme and project activities in the LRPs in line as laid down in annual plans and budgets.</li> <li>• Support district-level planning, budgeting, activity scheduling, and partner work plan alignment.</li> <li>• Assists the Field Programme Coordinator to identify Local rights community priorities through PRRPs; Community meetings; child focused days and utilise in planning for annual Programmes.</li> <li>• Identify community priorities through PRRPs, community dialogues, women forums, youth platforms, and child-focused days.</li> <li>• Support implementation of governance, livelihoods, women rights, youth empowerment, and social accountability interventions.</li> <li>• Prepare monthly, quarterly, biannual, and annual progress reports for submission to the supervisor.</li> <li>• Document programme outcomes, lessons learned, innovations, and best practices</li> </ul>
2. Partner Support and Capacity Strengthening	<p><b>Support the institutional and Program capacity building initiatives of partners to implement Program activities as may be required by the Program coordinator</b></p> <ul style="list-style-type: none"> <li>• Work with local partners and LRPs to assess institutional and programme capacity gaps.</li> <li>• Support development and implementation of partner capacity strengthening plans.</li> <li>• Review partner reports, budgets, accountabilities, and compliance documentation.</li> </ul>

<b>Key roles and responsibilities</b>	
<b>Key Result Areas</b>	<b>Duties and Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Facilitate partner learning, reflection, and review meetings.</li> <li>• Mentor partners in planning, reporting, HRBA, safeguarding, feminist leadership, and accountability systems.</li> <li>• Support organisational self-assessments and follow-up improvement plans.</li> </ul>
3. Community mobilisation and Movement building	<p><b>Participating in and report on community mobilization initiatives</b></p> <ul style="list-style-type: none"> <li>• Supports the mobilisation and nurture of women solidarity movements and networks to build young feminist leaders</li> <li>• Supports the Field Programme Coordinators in the promotion of small hold farmers to form groups for a collective voice in articulating community problems</li> <li>• Supports the encouragement of community participation and advocacy for democratic, electoral and political reforms</li> <li>• Supports efforts to build capacities of communities to address their challenges</li> </ul>
4. Resource mobilisation and fundraising	<p><b>Participate in resource mobilization initiatives aimed at generating funding for existing gaps in the cluster(s) of a given thematic area</b></p> <ul style="list-style-type: none"> <li>• Assists the cluster Coordinator to identify funding gaps</li> <li>• Prepares and present/submit concept papers for funding keeps track of their status</li> <li>• Reviews partner proposals and ensure they are aligned with community needs and priorities</li> <li>• Ensures proper contract management in respect to the signed MoUs</li> <li>• Makes periodic monitoring visits and produce reports in line with donor requirements</li> </ul>
5. Field Program compliance with policy and communication guidelines	<p><b>Monitor child sponsorship activities in the Regional Field Office for compliance with policy and communications guidelines</b></p> <ul style="list-style-type: none"> <li>• Participates in sponsorship planning meetings and make pre-message collections</li> <li>• Ensures quality and timely sponsorship communication child messages and community reports</li> <li>• Follows-up on missing cases and respond to queries from the sponsorship unit</li> <li>• Receives new profiles from the Regional Field Office and submit them to funding affiliates</li> <li>• Ensures communities are sensitised on sponsorship mechanisms and photo updates made as required.</li> </ul>
6. Field program management	<p><b>Give necessary support to the Program coordinator for effective management of the Local Rights Programmes</b></p> <ul style="list-style-type: none"> <li>• Ensures effective implementation of Programme plans and initiatives</li> <li>• Shares relevant Programme information to the Programme Coordinator in a timely manner</li> <li>• Represents the Program coordinator in different fora as may be delegated</li> <li>• Prepares/develops various Program documents as may be necessary Prepares progress report to the Program Program coordinator covering Programme implementation in the Regional Field Office (s)</li> </ul>

<b>Person specification</b>	
	<b>Educational qualification and experience</b>
	<ul style="list-style-type: none"> <li>• A bachelor's degree in development studies, Social Sciences, or related field from a recognised institution.</li> <li>• A relevant post graduate qualification and training in Human Rights Based Approaches, Project Planning and Management, is an added advantage.</li> </ul>
	<b>Essential experience</b>
	<ul style="list-style-type: none"> <li>• A minimum of five years of similar work experience in a reputable organisation, preferable an NGO</li> <li>• Demonstrated experience of at least two years in any one of the thematic areas of the sixth country strategy paper</li> </ul>
	<p><b>Skills, Abilities and Competencies:</b></p> <ul style="list-style-type: none"> <li>• Programme development and management</li> <li>• Transformative leadership skills</li> <li>• Ability to conduct feminist analysis</li> <li>• Gender and Poverty analysis</li> <li>• Governance accountability issues</li> <li>• Planning, monitoring and evaluation.</li> <li>• Management and supervisory skills</li> <li>• Governance issues</li> <li>• Mobilisation and empowerment</li> <li>• Resource mobilisation</li> <li>• Financial management</li> <li>• Human Rights Based approach</li> <li>• Environmental management</li> <li>• Documentation and reporting</li> <li>• Participatory approaches and methodologies</li> <li>• Good interpersonal and people Management skills</li> <li>• Partnerships and networking.</li> <li>• Ability to establish critical working relationships</li> <li>• Ability to promote and safeguard AAU policies</li> <li>• Ability to live and work in rural communities</li> <li>• Ability to conduct power analysis</li> </ul>