

act:onaid Job Description and Person Specification

Job Title:	Programme Officer-ERC	Effective date	
Department:	Programme and Policy	Job Family:	Programme
Reports to:	Resource Centre Coordinator	Grade:	5
Location:	Eastern Resource Centre, Biratnagar		
Direct Reports:	None		
Job Role			
Role Overview:	Facilitate People Living in Poverty and exclusion (PLiP) centric and HRBA based programme implementation in partnership with different programme and project partners and stakeholders to enhance participatory programme design, implementation, monitoring and evaluation systems		
Organizational representation	This position represents ActionAid International Nepal in partnership management at the partner level as required		
Strategy development	This position participates on the development and provide positive inputs and critical comments for the formulation/update of AAIN's strategy, policies and procedures		
Organizational systems	This position is responsible to adhere/ Comply with approved organizational policies and procedures		
Accountabilities			
Key Accountabilities / Responsibilities	Key Activities		
Budgeting and planning	<ul style="list-style-type: none"> • Coordinate and provide input on the annual programme planning process and budgeting of partner organization and the Resource Centre and also monitor the partnership programme in line with plan, budget and impact assessment and learning framework • Assist in developing regional resource centre level strategies and partnership related agreement; partnership guideline; procedures; concept note/proposals on the issues laid under RC constituency • Provide support to partner organizations in formulating policies regarding programme planning/implementation, human resources and finance 		
Monitoring	<ul style="list-style-type: none"> • Follow-up on recommendations given by the Organization Impact and Communication team on periodic monitoring, evaluations and as decided in BPMM with partners and communicate the developments to RCC and concern units and departments • Follow-up on recommendations as given by the internal audit and financial monitoring team for partners • Establish child sensitive impact monitoring system to determine the impact 		

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	of ActionAid's programmes on children
Reporting	<ul style="list-style-type: none"> Assist in preparing statutory plans, consolidated reports and documentation
Capacity development	<ul style="list-style-type: none"> Facilitate training and workshops both internally (as per the needs) and externally (as requested by partner organization) in line with the organization's agreed values, principles, strategies, policies and profile particularly in work with the partner organizations Provide necessary support in deepening the understanding of human rights based approach and theory of change both within AAIN and PNGOs Assist Team/Thematic Coordinators and external resource person (if necessary) as directed by Resource Centre Coordinator when required Support LRPs in developing programming resources to promote child rights and engagement with children
Facilitate programme implementation and partnership management	<ul style="list-style-type: none"> Provide inputs to the partner organizations to implement the four priorities of AAIN Country Strategy Paper (CSP V); mainstream and ensure the partner organizations' plans and programmes into the human rights-based approach work Provide support and contribution to partners in programme management of specified LRPs and objectives Support in formulation and implementation of LRP strategic plan, annual plan and budget and LRP income growth plans in coordination with RCs, Programme Policy and Sponsorship teams Support to design LRP strategy, long-term vision and formulate plan, programme and policies of partner organizations Assist in developing regional resource centre level strategies and partnership related agreement; partnership guideline; procedures; concept note/proposals on the issues laid under RC constituency Support in analysis and oversight for effective performance management of LRPs concerning Child Sponsorship and compliance with necessary policies, guidelines and best practices to maintain and maximise income and ensure delivery against agreed KPI of Child Sponsorship Assist in partner and new LRP selection process in line with the organizational policies
Undertake assigned thematic tasks under close coordination with concerned Thematic Coordinators	<ul style="list-style-type: none"> Participate in various thematic programmes internally and externally to represent the organization in meetings, workshops, seminars as assigned Review proposals concerned in consultation with RCC and concerned thematic Coordinators for short term engagements and prepare proposal briefs for sharing and documentation purposes Document the objective and partnership performance, programme impact,

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	<p>achievements and case stories and also maintain long term and short-term partners' database (partners' profile)</p> <ul style="list-style-type: none"> • Prepare field observation notes, particularly programme and programme priorities related observations, sponsorship and finance management • Support in preparing concept note/proposal in coordination with the Resource Generation department for fundraising purpose within organization • Support partners to fulfil the sponsorship operations and requirements effectively and efficiently • Responsible for drafting programmatic information required to develop Child Sponsorship communication materials
<p>Programme Monitoring/Coordination</p>	<ul style="list-style-type: none"> • Facilitate and ensure context mapping among partner organizations to ensure the quality performance of programme and produce learning documents based on the experiences • Provide support to partners in building relationship with various stakeholders and Government agencies • Frequent communication with partners, regular field visits and monitoring for programme updates • Coordinate and support in partnership review-reflection, monitoring and evaluation process • Support to carry out mid-term evaluation of LRP as an active members of evaluation team as and when required • Organize Bilateral Partnership Management Meeting (BPMM) in consultation with the RCC as and when required • Ensure community level PRRP and social Audit organized in programme districts in consultation with RCC and partners • Maintain working relationship and coordination with PALIKAs of programme areas
<p>Undertake tasks pertaining to corporate responsibilities</p>	<ul style="list-style-type: none"> • Work as an active team member to enhance team spirit of RC management team • Provide input for and during in-house proposal development and writing for fundraising purposes • Support the process of developing and sustaining an open, transparent and learning culture in the organization • Undertake any other tasks as and when assigned by Line Manager
<p>Typical People Management Responsibility</p>	
<p><i>Approximate number of people managed in total</i></p>	<p>0</p>
<p><i>Matrix Manager – (projects/dotted line)</i></p>	<p>No</p>
<p><i>Team Leader</i></p>	<p>No</p>
<p><i>Grandfather- manager of Team Leaders/Managers</i></p>	<p>No</p>

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What is the global remit? Operates in:	
Own country	Yes
Geographic Region	No
Multiple Geographic Regions	No
Remit covers all ActionAid countries	No
Financial (limits/mandates)	Limits
Direct departmental budget:	No
Organization-wide expenditure	No
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
Resource Centres, Organizational Impact and Communication Department, Resource Generation Department	Partner Organizations, Government agencies, People's organizations, Alliances and Networks
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • Bachelor's degree in Development studies or relevant or its equivalent from a recognized University, Master's degree desirable • <Relevant certification> are preferable
Essential Experience	<ul style="list-style-type: none"> • At least 1-2 year work experience in related field in similar organization • 3-4 year work experience in similar role • Experience of working in multi-cultural environment
Language proficiency	<ul style="list-style-type: none"> • Native/ Proficient English: Can speak and write as well as a native adult of the language with average education • Fluency in Nepali
Personality trait	<ul style="list-style-type: none"> • Cause Motivated • Collaborative • Organized

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AAIN's mission and comply to AAIN's values, which are: *Mutual respect, Equity and justice, Integrity, Solidarity with the people living in poverty and exclusion, Courage of conviction, Independence, Humility*