

**Job Description:
Programme Officer**

Reports to:	East Africa Senior Programme Manager, Sense International
Location:	Kings Cross, London N1
Salary Scale:	CHA 31- 34
Hours:	3, 4 or 5 days a week – with at least ½ day on Friday required (preference for 5 days and flexible working supported)
Job Type:	Permanent
Category:	International Development / Programme Management
Sectors:	Disability / Children

General Description of the Post

Sense International is an international development NGO working to ensure children and young people with deafblindness or multi-sensory impairment live full and active lives. Sense International supports programmes in Kenya, Tanzania, Uganda, Romania, Peru, India, Bangladesh and Nepal, and works on sensory screening and early intervention, inclusive education, vocational / livelihoods, advocacy and capacity building.

The Programme Officer role has three related areas of responsibility. The post-holder will work closely with the East Africa Senior Programme Manager to support the three teams in East Africa with grant management, programme implementation and donor compliance. The post-holder will work with colleagues to co-ordinate the Sense International's involvement in consortium projects across the organisation, overseeing systems and ensuring reporting and compliance. They will also support on Sense International wide systems such as safeguarding, quality assurance, mainstreaming gender, and monitoring, evaluation, and learning.

The Programme Officer position is a complex function requiring strong prioritisation and co-ordination skills. The post holder will be expected to co-ordinate well with colleagues, deliver high quality work, show good judgement, and apply initiative and persistence.

Key areas of responsibility

1/. Support Programme Management across Kenya, Tanzania and Uganda

Expected to be approximately 2.5 days a week.

Work in support of the East Africa Senior Programme Manager and in close collaboration with the three East Africa country teams and other UK colleagues to:

1. Work with in-country teams to ensure programmes are delivered in line with work plans and to a high standard by reviewing internal reports, holding regular check-in calls with teams, developing and revising workplans, budgets and project documents (including research documents, evaluations, Memorandums of Understanding (MoUs) and activity reports).
2. Support grant reporting, in some cases leading the development of the report, liaising with donors and work with colleagues to ensure compliance to donor grants.
3. Monitor budgets, highlight variances and contribute to budget revisions when necessary.
4. Support the development of new project proposals (working with colleagues to develop narratives, Theories of Change, logframes and budgets).
5. Promote the implementation of Sense International's Safeguarding systems and procedures across all East Africa teams and projects.
6. Support the country teams with monitoring, quality assurance and standard setting by reviewing programme monitoring, evaluation, accountability and learning (PMEAL) plans on a quarterly basis and ensuring our organisational Quality Standards are embedded in our work.
7. Support on HR issues, such as recruitment, in the East Africa teams e.g. organising dates for short-listing and interviews, collating applications, reviewing Terms of References (ToRs) for consultants.
8. Support consultants who have been contracted to provide specialist input or evaluation e.g. with travel logistics, collation of documents and information.
9. Support the organisation of the annual East Africa regional meeting, including logistics, scheduling and papers.
10. Contribute to the promotion of the impact and outcomes achieved by the programmes in East Africa using a variety of platforms, including providing web updates and case study development, in alignment with the Sense International brand guidance and social media guidelines.
11. Support the East Africa teams to maintain up to date risk registers.
12. Support reflection and sharing of learning between the teams in East Africa and between East Africa and the rest of Sense International by organising webinars and coordinating regular East Africa Programme Manager meetings.
13. Deputise for the East Africa Senior Programme Manager on calls or in meetings as directed by the East Africa Senior Programme Manager.

2/. Co-ordination of SI's involvement in Disability Inclusive Development (DID) consortium

Expected to be approximately 2 days a week.

Work in close collaboration with colleagues in the UK and Kenya, Tanzania, Bangladesh and Nepal to:

1. Be the internal Sense International 'go to' person for queries about DID and organise regular internal meetings (create agenda, manage papers and minutes) to ensure colleagues are up to date and information is being shared.
2. Be the Sense International first-port-of-call contact person for the external Fund Management Team. Circulate requests from the Fund Management Team with the relevant Sense International staff and ensure requests are met in a timely manner (including compliance documents, case studies and website updates).
3. Attend finance working group meetings to stay up to date on how to complete claim forms and other compliance/task order documents.
4. Cascade communications (briefing notes and helpdesk opportunities) and meeting minutes to the relevant Sense International staff.
5. Manage the DID document library and keep all the reporting templates and forms in one place and advise on updates, how they should be completed and assist with completion where needed. Keep track of all 'sent in' reports.
6. Keep up to date a reporting schedule and ensure that DID reports across all Task Orders (TOs) go in on time. This includes financial and narratives reports. Ensure co-ordination with colleagues to ensure reports are submitted on time. Send out reminders in advance and advise on completion of templates.
7. File all remittances received from the Fund Management Team and ensure they match claims made.
8. Manage Sense International inputs to the updating of the DID risk register on a quarterly basis.
9. Ensure all DID Task Order related Asset Registers are maintained, updated and any changes are communicated as needed.
10. Assist Sense International in moving from making financial claims through Excel to a new on-line claims system.
11. If any colleague is away or unable to work on DID due to the pressure of other work, assist by covering their role as far as possible e.g. going on a call and reporting back in their place or filling in aspects of reports.
12. Support the Director of Sense International with input to / actions from DID Core Group meetings.
13. Assist with dates, papers and logistics of any DID related travel as needed.
14. Support in-country teams to develop concept notes, proposal narratives, work plans and budgets for new projects (task orders) in East Africa.
15. Attend regular task order calls with consortia partners to agree next steps and key decisions for task orders in East Africa.
16. Support teams implementing consortia projects (task orders) in Tanzania and Kenya by reviewing internal reports, project documents (including ToRs, policy briefs, research documents) and quarterly reports developed with consortia partners.

3/. Support cross-organisational systems

Expected to be approximately 0.5 days a week.

1. Support gender mainstreaming across the organisation.
2. Support organisational development by enabling country teams to run Bond Health Check and Mango Financial Check processes, review results and update action plans in collaboration with the country teams and the Programme Managers.
3. Support Programme Managers with quality assurance and monitoring, evaluation, accountability and learning (MEAL) work for all teams.
4. Support with any other communications related work, including updates for the website with country specific content, developing and submitting articles for Deafblind International and support the coordination of any campaigns.
5. Help to strengthen systems and processes for continuous improvement.
6. Deputise for colleagues if they are absent.
7. Co-ordinate with colleagues to ensure a consistent approach and standards.
8. Contribute to SI team meetings and the general running of the team's work when needed.
9. Other duties as directed.

Person Specification: Programme Officer

Knowledge and qualifications	
Essential Criteria	Desirable Criteria
A Bachelor's degree in social science, international development studies, international relations or the equivalent relevant qualification or experience.	Relevant post-graduate qualification. Relevant 'on-the-job' training, including project management, NGO management, human rights, monitoring, evaluation, accountability and learning.
Understanding of the important of Safeguarding and the basic principles involved.	Qualification / certificate / training on Safeguarding
	Knowledge of international conventions related to disability.

Achievements and experience	
Essential Criteria	Desirable Criteria
Experience of working in international development, and an understanding of and empathy with development issues.	Experience / knowledge of the disability field.
Experience providing remote support to country teams and support of international development programmes from a distance.	Experience of supporting implementation of Safeguarding systems.
Demonstrated experience of supporting programme management and the project cycle, including project planning, grant management, implementation, monitoring and evaluation.	Familiarity with grant management and donor compliance.
Demonstrated experience of budget and financial monitoring.	Working in consortia.
	Thematic experience in inclusive education, early intervention, training and/or vocational training/livelihoods development
	Experience of supporting gender mainstreaming, quality assurance, monitoring and organisational development.
	Experience of working or travelling internationally.

Skills and abilities	
Essential Criteria	Desirable Criteria
Strong communication and inter-personal skills including the ability to influence and negotiate. Ability to communicate professionally in written and spoken English or sign language (with appropriate technological support as required).	Ability to present programme outcomes and impact in a powerful way to non-specialist audiences and understanding of the best ways to communicate achievements and build support through engaging communications.
Ability to monitor budgets, report on variances, and highlight concerns.	
Ability to as a team member collaborating and problem-solving with colleagues across the world, with tact and diplomacy.	

Strong organisational and administrative skills, with the flexibility to manage and prioritise own workload to meet deadlines.	
Fully computer literate including experience with Microsoft packages notably in-depth Excel knowledge and capacity, email, use of the internet and Skype.	
Solution focused attitude and cultural sensitivity.	
Willingness to identify with and promote the values of Sense International.	

Please note: The successful applicant must have the right to work in the UK. Sense International cannot support visa application processes.

February 2021