**JOB DESCRIPTION**

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| **Job Title:** | Desk Officer |
| **Company:** | Self Help Africa |
| **Department:** | Programme Department |
| **Location:** | 17-22 Kingsbridge House, Parkgate Street |
| **Reports to:** | Head of Region |
| **Salary range** | €39,000 - €43,000 |
| **Travel** | 20% |
| **Key Responsibilities:** | **Role Specific**  **Programme Support**   1. Continuous mentoring and backstopping support to at least two programme countries to ensure quality delivery, timely reporting and engagement in organisational level initiatives. 2. Conduct regular monitoring missions to supported countries to review activity plans, achievement of outputs and adherence to SHA policy. 3. Support country programmes to implement good practice in all aspects of programme cycle and budget management liaising with the Finance Manager. 4. Support development and quality control of reports ensuring compliance with SHA and donor reporting requirements. 5. Ensure good understanding of working in partnership across country programmes and support SHA’s development of a more partner led approach. 6. Identify programme quality, donor liaison, finance, ICT, HR support needs and coordinate inputs including scheduling field visits, training and requests for backstopping support to address them.   **Programme Development**   1. Contribute to SHA strategy development and review, ensuring that our work is consistent with internationally recognised good practice. 2. Coordinate theory of change/concept and proposal development linking country level experience and technical specialist expertise. 3. Identify innovation, successful approaches and scalable solutions. 4. Ensure adequate budgets in projects for monitoring and evaluation processes including IHM in coordination with the Programme Quality Manager and Monitoring and Evaluation Advisor. 5. Facilitate organisational learning, promote successful approaches and scalable solutions.   **Information Management**   1. Coordinate with the UK/Ireland and country based accountants on programme budgets and cash flows, transfers, expenditure reports, asset registers etc. to support robust financial management in SHA. 2. Ensure SHAMIS (salesforce platform) is accurately maintained to facilitate reports, particularly programme records and associated files. 3. Support efforts to roll out MIS to country offices. 4. Prepare briefing papers as required on assigned country programmes.   **Communication**   1. Oversight of all communication with donors ensuring appropriate sign off on all submitted narrative and financial reports to donors. 2. Maintain an overview of the entire country operation including projects, policy engagement (national and international), travel, visitors, communications and business development activities. 3. Maintain regular written and verbal communications with the country team, primarily Country Director and Head of Programmes. 4. Ensure stories of change and case studies are shared with the communications, programme funding and programme quality teams as appropriate.   **Other**   1. Any other projects or duties as directed by Programmes Director or the CEO |
| **Key Relationships:** | **Internal**   1. Head of Region – Line manager 2. Programme Implementation and Policy & Strategy Unit 3. Finance Team 4. Fundraising & Communications Team 5. Programmes Director 6. CEO 7. Country Directors 8. Africa programme staff   **External**   1. Funding Partners |
| **Knowledge and Experience** | 1. At least five years experience of working in overseas development in a project/programme role. With at least two years in a developing country. 2. Experience mentoring and supporting colleagues 3. Experience in using participatory approaches in project design and implementation. 4. Previous experience in preparation of programme proposals for funding agencies 5. Previous experience in report writing for funding agencies |
| **Qualifications/Other Requirements** | **Essential**   1. Degree in agriculture, rural development studies or a related development, social or related discipline 2. Strong IT skills (particularly Word and Excel)   **Desirable**   1. Fluent French written and spoken 2. Basic understanding of monitoring and evaluation concepts |
| **Role Competencies** | 1. Self motivated with good interpersonal and communication skills. 2. Ability to work under pressure 3. Excellent written English 4. Flexibility and the ability to work in a multi-cultural team |