**JOB DESCRIPTION**

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| **Job Title:** | Programme Support Officer |
| **Organisation:** | Self Help Africa (SHA) |
| **Department:** | Programmes |
| **Location:** | Dublin |
| **Contract Type:** | Two year fixed term full-time |
| **Reports to:** | Desk Officer |
| **Purpose:** | This role involves supporting SHA’s country teams and Head Office based Desk Officer in the day to day effective administration of projects in the country programme portfolio, ensuring the highest standards are achieved in reporting, information management and internal and external communications.  |
| **Key Responsibilities:** | **Reporting*** Quality control of narrative and financial reports ensuring compliance with SHA and donor reporting requirements.
* Organise and minute grant management meetings.

**Information Management*** 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.
* Ensure SHAMIS (salesforce platform) is accurately maintained to facilitate reports, particularly programme records and associated files.
* Support efforts to roll out MIS to country offices.
* Prepare briefing papers as required on assigned country programmes.
* Work with country teams to develop case studies based on examples of good practice from programmes.
* Ensure stories of change and case studies are shared with the communications, programme funding and technical advisors as appropriate.

**Proposal Development*** Conduct desk-based research to provide relevant contextual information to inform project design.
* Work with the Business Development/Fundraising team to prepare funding proposals to Irish-based Trusts and Foundations to fill co-funding gaps in projects.

**General*** Maintain regular written and verbal communications with the country team, primarily Project Managers and Head of Programmes.
* Support the Desk Officer in scheduling field visits, training and requests for backstopping support to country teams.
* Coordinate all travel and project visits to country programmes by HO staff and external parties as required.

**Other*** Any other projects or duties as directed by Programmes Director or the CEO
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| **Key Relationships:** | **Internal*** Programmes Director (Line Manager).
* Country Directors (Direct Report)
* Programme Support Coordinators (Direct Report)
* Technical Advisors (Direct Report)
* Programme Finance Team
* Programme Funding Team
* HR
* Fundraising and Communications

**External*** Programme Partners
* Donors
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| **Knowledge and Experience** | * At least one years experience of working in overseas development in a project/programme role.
* Previous experience in report writing for funding agencies
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| **Qualifications/Other Requirements** | **Essential*** Degree in agriculture, development studies or a related development, social or related discipline
* Ability to work as part of an international team across and cultures and can manage remotely

**Desirable** * Ability to work in French
* Work with minimum supervision and take initiative
* Ability to analyse data, solve problems and take corrective action
* Willingness to travel up to 30% of the time
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| **Role Competencies** | * **Managing yourself** – Awareness of own abilities and areas for development; adapts and uses abilities to work well with others and to help achieve objectives.
* **Leadership** – Acts to inspire others by clearly articulating and demonstrating the values and principles that underpin work. Holds a sense of pride in Gorta-Self Help Africa and has loyalty to the organisation. Supports others to achieve excellent results.
* **Communicating and working with others** – Uses the most appropriate channel to share information with others both inside and outside Gorta-Self Help Africa; adapts the message to meet the communication needs of the audience.
* **Delivering results** – Systematically develops plans towards achieving GSHA’s objectives and delivers on commitments; uses appropriate techniques to help achieve agreed objectives.
* **Planning and decision-making** – Systematically develops plans towards achieving Gorta-Self Help Africa’s objectives and delivers on commitments; makes clear, informed and timely decisions appropriate to role, in the interests of Gorta-Self Help Africa and those we work with.
* **Creativity and innovation** – Seeks out, develops and successfully implements new ideas that further the needs of Gorta-Self Help Africa and those we work with; builds on proven approaches and learns from ongoing work to improve it.
* **Influence, advocacy and networking** – Engages with others inside and outside the organisation to promote the interests of Gorta-Self Help Africa and those we work with; gathers and shares a wider knowledge of issues relevant to GSHA’s work.
* **Change** – Responds positively and constructively to change; manages or takes part in change processes in a way that is appropriate to role in the organisation.
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**Self Help Africa is an equal opportunities employer.**