**Programme Officer Early Recovery&Livelihoods**

Ref: (Job Code)

**Starting Salary: $27766,00 – 34 012,00 p.a.**

**Contract: 2 Years Contract**

**Position Description**

**Job Profile**

To contribute to CAFOD’s involvement in the DRCin line with the agreed strategy, by taking the lead on the day-to-day management of CAFOD-supported programmes and partnerships. The scope of the post falls into the following broad functions:

* **Programme management and development in line with the direction set by the Country/Sub-regional Strategy:** in co-operation with partners, developing and managing CAFOD supported long-term development programmes[[1]](#footnote-1);
* **Managing effective relationships with partners:** developing and nurturing partnerships and providing or facilitating capacity development support, where appropriate;
* **Internal and external representation:** of the DRC early Recovery and Livelihood programme, in co-ordination with the Country Representative, Programme Manager and the Emergency Response Group, as appropriate;
* **Financial management and monitoring of programmes and projects:** developing and managing budgets, and monitoring expenditure in line with agreed parameters;
* **Systems and compliance:** ensuring the effective use of CAFOD’s systems to share programme knowledge and inform decision making. This includes ensuring compliance with agreements, regulations and requirements attached to our work;

**Key Responsibilities**

**Programme management and development in line with the direction set by the CSP/RSP**

* In co-operation with partners, develop and manage CAFOD-supported programmes (this includes long-term development and advocacy), contributing to the development and review of CAFOD’s DRCstrategy and programme frameworks;
* Jointly responsible with partners for the effective implementation, monitoring, evaluation (including facilitating external evaluations) and reporting on programmes, in line with jointly agreed standards (programme cycle management) and donor requirements;
* In agreement with partners, jointly develop programme and project proposals and assess the existing capacities to manage and implement the work. This includes leading on preparation of funding applications and reports for external funders, in liaison with the Programme Development Funding Officer, and the development of partner capacity development plans to address capacity issues;
* Promote, capture and disseminate learning from partners and programmes, and ensure that this informs future programme development;
* Realise CAFOD’s principles by acting in line with CAFOD’s partnership standards, and by promoting and supporting partners’ adherence to jointly agreed accountability, gender, safeguarding children, supply chain management/procurement good practice, and other standards, as these emerge;
* Contribute, where appropriate and in agreement with partners, to advocacy and information work in support of partners efforts, with relevant stakeholders in the region and/or globally;
* Oversee and support (where appropriate) the work of Programme Accompaniers and consultants working on CAFOD-Early Recovery & Livelihood programme;
* Respond to emergencies as they occur, as requested by the Country Representative, and in co-ordination with CAFOD’s Emergency Response Group;
* Keep up-to-date with development issues and trends, both within the relevant country or sector, and more generally;
* Monitor the political and security context to contribute to CAFOD’s organisational risk assessments and security plans.

**Managing effective relationships with partners**

* Develop, nurture and manage relationships with CAFOD’s partner organisations in line with the principles and standards set in our Partnership Policy, guidance and tools, and in agreement with the Country Representative or Programme Manager;
* Work with partners to regularly assess the quality of the relationship, ensuring that effective communication channels are in place, and that any shortcomings are addressed;
* Invest in partners’ capacities, by jointly identifying needs, developing plans to strengthen capacities, identifying sources of support, and allocating resources. This can be through a facilitator or by direct provision of specific capacity strengthening support;
* Support partners in accessing the tools and support required to successfully implement capacity development plans;
* Organise (and where relevant accompany) partners’ visits.

**Internal and external representation**

* In co-ordination with the Country Representative and/or Programme Manager develop, nurture and sustain relationships and effective communications with relevant stakeholders, including local government, national networks and other agencies working in DRC. This will include other Caritas/CIDSE agencies;
* In agreement with the Country Representative or Programme Manager, sustain relationships with relevant bi-lateral agencies, including DfID and the EC, seeking opportunities for programme funding, where applicable;
* Communicate with other teams within CAFOD to ensure that the programme is well understood, and that information is available for fundraising and other communication, including publications, media briefings, education, etc. This may involve participation in sessions/events with Supporters, communities of practice, working groups, etc., as agreed with the relevant manager.

**Financial management and monitoring of programmes and projects**

* In close co-operation with the relevant roles in the finance and funding teams, prepare, manage and monitor budgets relating to both CAFOD and partner-led expenditure, as agreed with the Programme Manager or Country Representative;
* Deliver the programme within agreed budgets or instigate budget revisions according to evolving needs, in line with CAFOD’s finance guidelines and procedures;
* Develop relevant risk registers and monitor them in conjunction with the Country Representative or Programme Manager;
* Where appropriate, commission and manage (with partners) audits for programmes and projects;
* Carry out partner financial profiles and reviews, in co-operation with the finance team.

**Systems and compliance**

* Effectively use CAFOD’s programme management information systems[[2]](#footnote-2) to ensure programme and project information is up-to-date. This will include producing management information to support decision making;
* Ensure compliance with agreements, regulations and requirements attached to our work.

***Thematic focus (delete as appropriate as this does not apply to all posts):***

* *Complement partners’ thematic understanding on* ***Early Recovery and Livelihood programming****, contributing to the development of relevant interventions that bring about positive change.*
* Develop Early Recovery & Livelihood programme in DRC to help poorest people and most marginalized communities to be able to minimise, survive and recover from crises, and get access to the basic services and resources in a sustainable way and dignity.
* Complement partners’ thematic understanding on Early Recovery & Livelihood programme, contributing to the development of relevant interventions that bring about positive change.
* Integrate conflict sensitive approaches in each food security and livelihood initiative based on internationally recognized concepts and approaches to enhance community coexistence and mitigate conflict, including but not limited to:
  + Sustainable food security and livelihood management, subsistence farming and natural resource management
  + Vocational training for the youth to increase employment opportunities.
  + Micro-credit opportunities for vulnerable women.
* Support churches and non – churches partners to implement Early Recovery & Livelihood projects in eastern DRC and extend initiatives in the western DRC.
* Respond to child protection issues and support other programmes in this topic.

*Notes:*

1. *This list of duties and responsibilities is by no means exhaustive, and the post-holder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification;*
2. *If considered useful and appropriate, specific percentages per function/areas of responsibility can be assigned by agreement between the post-holder and his/her line manager.*

**Safeguarding for Children and Vulnerable Adults**

CAFOD recognizes the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and a duty of care and respect.  CAFOD, and all its staff and volunteers, undertake to do all in our power to create a safe environment for children, young people and vulnerable adults and to prevent their physical, sexual or emotional abuse.  CAFOD is committed to acting at all times in the best interests of children and vulnerable adults, seeing these interests as paramount.  Any candidate offered a job with CAFOD will be expected to adhere to CAFOD’s Safeguarding policy and sign CAFOD’s Code of Behaviour as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. This post involves responsibility for people who will have contact with children, young people and vulnerable adults and applicants will be subject to specific checks related to safeguarding issues.

**Person Specification**

**Essential Criteria**

*Understanding our context*

A Understanding Catholic identity;

B Understanding CAFOD

C Understanding international development: Understanding and experience of international development and programme management and quality standards within this context

*Working together*

D Managing ourselves

E Working with others;

F Communicating; Able to communicate with colleagues and partners at a distance

G Looking outwards; Understanding of effective and values-based partnership work between northern and southern organisations and communities.

*Making change happen*

H Managing resources Computer literacy i.e. familiar with Microsoft word, excel and knowledge of information and database management; Budget monitoring skills

I Achieving results; Able to manage competing work demands

J Managing our performance

K Taking the lead

*Job-specific competencies*

I. Understanding and first-hand experience of institutional funding work/projects, priorities, trends and donor conditions;

II. Experience using programme cycle management tools effectively to deliver work within an agreed programme framework;

III. Able and committed to working with and developing the capacity of local partners organisations/ National NGOs;

IV. Financial management understanding and experience;

V. Ability and willingness to travel (approximately 12 weeks per year), sometimes at short notice and to areas of potential risk

VI. Languages (context-specific);

VII. Thematic experience (if applicable) Experience in XXX.

**Desirable Criteria**

VIII. First-hand work experience with a values-based partnership approach (between northern and southern organisations and communities).

XI. Previous work experience in the country/sub-region**[](http://www.cafod.org.uk/Work-with-us/CAFOD-s-core-competencies)**

**Please click** [**here**](https://cafod.org.uk/Work-with-us/CAFOD-Staff-benefits) **for a full list of CAFOD’s Staff Benefits**

*Come and join us and help make a real difference in the lives of the world’s poorest communities.*

*CAFOD is an equal opportunities employer. Recruitment and selection procedures reflect our commitment to child protection.*

1. Unless a specific mention to “long-term development programme” or other exception is made, the references to “the programme” in this Job Description reflect CAFOD’s intention and commitment to deliver through an integrated approach. Therefore, “the programme” generally includes long-term development, emergency response and advocacy. [↑](#footnote-ref-1)
2. WebPromise [↑](#footnote-ref-2)