

## Job Description

### Job Purpose

To contribute to CAFOD's involvement in the Democratic Republic of Congo (DRC) and Niger in line with the agreed strategy, by engaging in programme development; securing institutional funding for CAFOD supported programmes and partnerships; and contract management.

### Job Scope

The post-holder will be responsible for building effective working relationships with peers across the International Development Group, as well as with colleagues in the Emergency Response and Advocacy Groups, and the International Programme Funding Unit. This is in order to develop and maintain horizontal links between programmes, learning, innovation, good practice, and fundraising within and between regions or areas of work. The role has also a number of cross-divisional and cross-organisational functions linked to work with CAFOD's Education, Communities & Supporters, Fundraising, Finance and Media teams.

While the DRC and Niger portfolio will be allocated to the post holder, a degree of flexibility is expected and therefore the post-holder may be required to support other programmes and colleagues during particularly busy times or emergencies. Furthermore, his/her portfolio of countries/sub-regions may change/evolve over time to meet CAFOD's and partners' needs.

### Accountability

The post-holder reports to the Country Representative – DRC. He/she is not a budget holder but may carry out some supervision tasks for staff members.

### Key Responsibilities

#### Programme development in line with the direction set by the DRC and Niger Strategy

- As guided by his/her line manager and taking into consideration his/her allocated portfolio), work with programme staff and partners in the design, development (and where appropriate, implementation) of high quality programmes and projects in line with the DRC and Niger strategy and programme frameworks;
- Contribute to the development of resource development plans, as well as to identifying new funding opportunities through donor mapping exercises;
- Support regional or joint programme funding opportunities as necessary.
- Where necessary and in discussion with his/her line manager, participate in surge requests from other International Development or Emergency Response Groups;
- Keep up-to-date with donor policy developments and trends, both within the relevant country/sub-region/sector, and more generally, and represent CAFOD in funding review groups/networks in the countries/sub-regions as appropriate.

#### Programme funding and partners' fundraising capacity

- In agreement with partners and programme staff, assess existing partner capacities and systems to manage and implement institutionally funded programmes and, jointly develop programme and project funding proposals;

- Lead, co-ordinate or support the preparation of funding applications with donors such as: ECHO, DEC, DfID, EC, UN, Comic Relief, Big Lottery Fund, etc.;
- Contribute to investing in partners' capacities, by jointly identifying funding needs, developing plans to strengthen capacities, e.g. proposal writing, programme development, monitoring & evaluation, etc., or identifying sources of support. This can be through identifying who is best placed to offer such support or by the direct provision of specific capacity strengthening initiatives;
- Support partners in accessing the tools and support required to secure and effectively manage institutional funding, as well as strengthening partner capacity in donor mapping and developing donor engagement strategies;
- To work with CAFOD's Country Representative and Programme Manager on designing a partners' institutional funding capacity strengthening initiative/strategy.

### **Contract Management**

- Working with programme staff and partners to manage various contracts, including financial and narrative reporting, and monitoring and evaluation (including facilitating external evaluations) of institutionally funded programmes, in line with jointly agreed standards (Programme Cycle Management), donor requirements, and CAFOD's value of Stewardship;
- Responsible for reporting to donors – including financial reporting and ultimately responsible for the quality of those reports before submission.
- Support programme staff and partners on the development of plans, accounting frameworks and work plans, etc.

### **Internal and external representation**

- In agreement with the Country Representative develop, nurture and manage relationships with donor organisations, and create opportunities to share CAFOD's programme experiences with donor staff;
- Communicate with other teams within CAFOD to ensure that the programme is well understood, and that information is available for fundraising and communication needs. This may involve participation in sessions/events with supporters, communities of practice, working groups, etc., as agreed with the relevant manager;
- Where appropriate, liaise with the International Programme Funding Unit to ensure coherent donor engagement strategies are developed and maintained;
- Work with partners to regularly assess the quality of the relationship, ensuring that effective communication channels are in place, and that funding-related issues are timely addressed;
- In agreement with partners, contribute to raising the profile of partners' work with relevant donors in the region and/or globally.

### **Systems and compliance**

- Effectively use CAFOD's programme management information systems<sup>1</sup> to ensure programme and project information and documentation 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, including liaising with IPFU donor leads on donor compliance requirements.

#### *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.*

---

<sup>1</sup> CAFOD's Institutional Contracts Database.

## **Child Protection**

CAFOD recognises the personal dignity and rights of children, 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 and young people and to prevent their physical, sexual or emotional abuse. CAFOD is committed to acting at all times in the best interests of children, seeing these interests as paramount.

*This post-holder is likely, or potentially, required over the length of the time that they are in post:*

- *to have contact with children (people under 18) in the course of their work;*
- *to see the same child more than once or otherwise to have the chance to build a rapport with a child through their work;*

*and CAFOD is unable to guarantee that this contact with children will be at all times supervised by someone with an enhanced criminal records check and a check of the data barring list for children. They will require the Enhanced Disclosure including a Barred List check for Children.*

## Key Competencies

### Essential

#### Understanding our context

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

#### Working together

**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: *the ability to prepare and monitor budgets, contribute to assessing the appropriateness of partner financial systems, and ensure compliance with, knowledge and understanding of financial*

**I** Achieving results; *experience of developing successful funding applications for institutional donors; experience of participatory project design, and use of analytical tools.*

**J** Managing our performance: *experience of developing and implementing monitoring systems to track the effectiveness of programmes.*

**K** Taking the lead

#### Job-specific competencies

**I.** Understanding and first-hand experience of institutional funding work/projects, priorities, trends and donor conditions within the international development sector; , ideally with first-hand experience of working with the EC;

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

**III.** Able and committed to working with and strengthen or complementing the capacity of partner organisations and colleagues;

**iv.** Finance management and budgeting understanding and experience.

**v.** Ability and willingness to travel within the Mano River region and/or to the UK (approximately for 3months per year), sometimes at short notice;

**VI.** Thematic experience in one or more of CAFOD Mano River key thematic areas (Livelihoods & Food security, Participatory Governance, and WASH)

### Desirable

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

**IX.** Previous work experience in Sierra Leone or West Africa sub region.

## Terms & conditions

<b>Contract</b>	A 2 year fixed term local contract, including a 6 month probationary period.
<b>Salary</b>	Grade: 6b.1 (33,463.08 USD)
<b>Hours</b>	35 hours per week. Normal CAFOD office hours are 8:00 am – 4:00 pm with one hour for lunch. This post will require some weekend and evening work for which time off in lieu may be taken.
<b>Holidays</b>	34 days including official holidays and CAFOD days at Christmas/Easter.
<b>Notice period</b>	6 months either way after completion of the probationary period.
<b>Pensions</b>	There is a mandatory contributory pension scheme (10% employer and 5% employee contribution).
<b>Other benefits</b>	Medical Cover, Life Assurance, Employee Assistance Programme and the Right to Buy Annual Leave of up to 10 additional days.
<b>Disabilities</b>	We are committed to making every reasonable adjustment to the workplace or working arrangements so as to accommodate people with disabilities.
<b>Location</b>	The post will be based in Kinshasa (CAFOD Office) with travel to Niger and other parts of DRC and Niger.

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

## Additional information

### **CAFOD**

CAFOD is the official Catholic aid agency for England and Wales. We work with partners in approximately 40 countries across the world to bring hope, compassion and solidarity to poor communities, standing side by side with them to end poverty and injustice. We work with people of all faiths and none.

We work with more than 300 partners overseas, and with partners in the UK - all working to tackle the causes of injustice and poverty. Inspired by Catholic Social Teaching and the experiences and hopes of people living in poverty, CAFOD works for a safe, sustainable and peaceful world.

### **International Programme**

The International Programme (International Development, Emergency Response and Advocacy & Education Groups) aims to have a lasting impact on poverty and injustice through development, humanitarian, advocacy and education programmes. The aim of the International Programme is to promote learning, empowering communities and people in need regardless of their race, gender, religion or politics, and building links between CAFOD supporters and partners overseas.

### **International Development Group**

In close co-operation with partners,<sup>2</sup> the International Development Group is responsible for developing and implementing effective programmes that bring about lasting positive impact on poverty and injustice, tackling the root causes that affect the poorest and most disadvantaged people. The Group does this by implementing Just One World (CAFOD's organisational strategy) in our different country/sub-regional programmes, and particularly by putting CAFOD's partnership principles in practice (partnership standards)<sup>3</sup>.

### **DRC and Niger**

The DRC and Niger team are part of the African teams in the International Development Group within the International Programme.

### **Country Team**

The post holder will work in Kinshasa, DRC. The DRC team has an office in Kinshasa and Goma with a total staff of 18 people 17 national + 1 international staff.

---

<sup>2</sup> See CAFOD's partnership policy

<sup>3</sup> As referred to in CAFOD's partnership policy