

# ***DRAFT – JOB DESCRIPTION***

**JOB TITLE: SNNPR PROGRAMME OFFICER**

## **I. JOB SUMMARY:**

### **Function of the position:**

- To manage Irish Aid's programmatic engagement in SNNPR and to liaise with regional government and civil society partners.
- To work with partners to ensure programmes are implemented in line with agreed results frameworks.
- Provide regular updates on risks to the programme and recommend mitigation strategies to management.
- To provide technical assistance, upon request, to the Bureau of Agriculture and Health and to Irish Aid's civil society partners.

The main areas of responsibility will include:

- Manage Irish Aid's presence in SNNPR and fulfil a regional liaison and representation role. This will include arranging meetings and visit schedules for visiting officers.
- Provide technical inputs and project cycle management support to partners in SNNPR in close collaboration with the programme management team in Addis Ababa. This will include: appraisal/review of proposal and reports; establishment of regional data base (profiles of partners and projects), documentation of regional profiles and other relevant documents.
- In collaboration with and overall supervision of the line Officers, support the management and monitoring of partners working in health, nutrition, agriculture/livelihoods and governance programmes.
- Work with partners to organise regional learning events.
- Engage with the regional government and other partners to develop a programme of support for the years ahead.
- Maintain ongoing dialogue with the team in Addis Ababa regarding regular monitoring missions for federal level programmes, (PSNP & Health MDG fund) and participate in those missions in SNNPR.
- Monitor the implementation of the Irish Aid regional programme strategic framework.
- Ensure that management of all partnerships is undertaken in line with Irish Aid's systems and procedures outlined for technical and financial accountability.
- Prepare regular written reports as part of the organisational accountability requirements (e.g. quarterly and annual reporting).
- Manage the process of concluding former Irish Aid partnerships in the region.
- Manage regional staff, finance and logistics.

- Monitor utilisation of the programme expenditure and report on same to the Programme Officer in Addis Ababa.
- Attend, input into, and report back on various external technical working groups as directed by the relevant Programme Officer
- Participate in regular field monitoring. Written back to office reports must be generated following each field visit.
- Preparation of case studies on funding partnerships.
- Preparation of reporting materials for internal accountability processes (quarterly and annual reporting) in line with results based management.
- Support the Programme Officer in the development of analysis and thematic papers as part of the up-coming country strategy planning process.
- Provide day-to-day administrative support to the Programme Officer in the organisation of field visits, programme payments, consultancy support, information management, and filing.

### **Management Responsibility**

- The SNNPR Regional Programme Officer will report to a Manager in Addis Ababa on a regular basis, with formal quarterly reporting against the Irish Aid results framework. The Programme Officer will have defined lines of communication between various programme team members based in Addis Ababa. These cross team communication lines will relate to crosscutting responsibilities.

### **II. Required experience and Competencies**

- Academic background in development and related fields such as economics, agriculture, public health and social science to a masters level
- At least 5 years programme management experience
- Significant experience of working with regional government in Ethiopia at operational and strategic levels
- Strong track record in monitoring and evaluation.
- Significant experience of communication and influencing
- Knowledge of mainstreaming cross-cutting issues (gender, environment/climate, HIV/AIDS, governance)
- Knowledge and experience of implementing a results based management approach
- Knowledge and understanding of property and finance resources management
- Demonstrated ability to work independently and remotely
- Fluency in English and Amharic
- The successful candidate must be a competent driver and have a clean drivers licence

**Terms and Conditions:**

The details terms and conditions will be set out on the employment of the contract document. The overall budget for the SNNPR Regional Programme will continue to be disbursed from the Embassy in Addis Ababa, but the SNNPR Programme Officer will be responsible for direct management of the component projects, as well as responsible for the management of the Irish Aid Office in SNNPR which is a one-person office.

**Location:**

The post is based in SNNPR, Hawassa, with travel to Addis Ababa and other regions.

**Timeframe:**

The Programme Officer post will be appointed initially on a two year fixed term contract, subject to successful completion of a six month probationary period. Both Ethiopian and International applicants are welcome to apply.

Remuneration will be provided on Grade One of the Irish Aid Ethiopia salary grade [Starting Euro 1,225.00 – Ceiling Euro 1,994.00], the starting salary will be determined based on the incumbent's earning history.