

Job Description
June 2019

Job Title	Programme Development Officer
Function	Country Programme Support
Job Group	Programmes
Duty Station	Erbil, Iraq with frequent travel to Federal Iraq (Ninewa)
Administrative Line Manager	Head of Programmes
Line Management Responsibility	N/A

Nonviolent Peaceforce (NP) envisions a worldwide culture of peace where conflicts within and between communities and nations are managed through nonviolent means. NP is a global civil society organisation that works with people affected by violent conflicts to enhance their security and dignity through unarmed civilian protection (UCP) and by helping to transform the world's response to conflict situations

JOB PURPOSE:

The Programme Development Officer works with the country management team to manage grants, ensure compliance with donor regulations, write proposals, and monitor and evaluate project implementation.

KEY OBJECTIVES/RESPONSIBILITIES:

- **Support the Iraq country team in defining program development strategy, preparing proposals for donors, and negotiating contracts.**
 - Contribute substantively to developing and adapting the organization's fundraising strategy
 - Work with the country management team to establish and maintain positive relationships with donors and potential donors
 - Develop proposals, log frames, and proposal budgets. This includes soliciting ideas from field teams and program staff, contributing creative ideas, coordinating with the programme management team, and packaging proposals to meet the specific needs of different donors
 - Proactively follow-up with the donors following proposal submission to monitor progress, answer questions and amend submission as necessary
 - Help programme colleagues ensure that all project costs are included in budgets – where necessary by submitting proposals to more than one donor
 - Pursue funding opportunities other than direct grants from donors, e.g. as a subgrantee or consortium member
 - Lead discussions with program staff—international protection officers and national protection officers—to ensure that there is group buy-in and match field dynamics

- **Donor Compliance**
 - Maintain up-to-date knowledge of donor compliance regulations for all current grants and advise the programs, logs and finance teams on relevant regulations where needed
 - Conduct and assist in the negotiations of donor contracts – within parameters agreed with the Head of Mission, Finance Manager, and managers, and ensuring that costs including overheads are recovered, that NP systems are capable of generating the compliance information required by the contract, and that NP's best interests are represented
 - Act as a focal point for compliance issues, maintain relevant files and support preparation for audits from a donor compliance perspective
 - Communicate with field staff on field-related compliance points and update them on changes that may occur

- **Grants Management & Reporting**
 - Lead grant inception process, interim grant management meetings and grant close-out process with program, operations and finance teams
 - Maintain orderly files and involve all internal stakeholders in communications on fundraising issues
 - Write/edit narrative donor reports
 - Liaise with the finance department in regards to financial reporting to ensure that financial reports are submitted on time, in adherence with financial reporting requirements, and that they correspond to the narrative reports
 - Prepare internal monthly fundraising reports and disbursement projections to be submitted to HQ
 - Contribute to team-wide communications and knowledge management and participate in organisation-wide events and discussions on related topics/projects

- **Monitoring & Evaluation**
 - Assist in the process of rolling out M&E tools to the field and provide field teams with technical support to implement them. This may include conducting workshops for field staff on monitoring, evaluation, and reporting
 - Monitor project outputs, track progress towards indicators and measure the impact of projects
 - Design and implement a data management system for routine programme monitoring

- **Commitment to NP Principles**

- Demonstrate a commitment to NP's mandate and principles
- Maintain a positive image of the organisation full time while in the field
- All NP employees are expected to work in accordance with the organisation's guiding principles:
 - Nonviolence
 - Non-partisanship
 - Primacy of local actors
 - Civilian-to-civilian action

These principles and beliefs shall guide our actions and relationships in protecting civilians in violent conflicts through unarmed strategies

- **Other**

- Travel to field sites in order to enhance understanding of the context and programming for the purposes of developing proposals and reporting to/liasing with donors
- Undertake other tasks reasonably expected of her/him
- Act as the focal point for NP Communications Team, support with drafting and editing comms pieces on Iraq, support with collecting stories from the field to share with comms department
- Support programmatic input into relevant advocacy efforts, whether in-country or at a global level

PERSON SPECIFICATION

- **Education, Knowledge, and Experience**

- Relevant university degree in social sciences, international development or related area of studies
- Excellent English oral and written communication skills, including the ability to analyse and present a cogent argument both in writing and orally
- Experience managing various grants / Proven experience in grant management, including proposal development for institutional donors
- Experience in institutional donor compliance and familiarity with basic rules and regulations
- Track record of developing successful proposal packages, including narrative, log frames, and budgets.
- Significant experience developing narrative donor reports under minimal supervision

- Experience tracking donor trends and opportunities
 - Experience developing, implementing and utilizing M&E tools
 - Experience negotiating contracts with donors and managing grants
 - Experience of managing and prioritising a high workload with a flexible approach to changing environments
 - Advanced knowledge of Microsoft Word and Microsoft Excel
- **Context/Specific skills**
 - Experience implementing programmes in the field, ideally in humanitarian emergencies
 - Knowledge or demonstrable interest in civilian protection, human security, violence reduction and/or peacebuilding
 - Enthusiasm to learn and apply new skills
 - Ability to work under pressure and under difficult conditions
 - Knowledge context in Iraq and the Middle East
 - **Skills**

Independent Judgment/Analytical:	<ul style="list-style-type: none"> • Ability to set priorities, solve problems and analyse data • Ability to work and meet strict deadlines • Ability to manage information with discretion • Attention to detail • Ability to be creative and innovative in generating new ideas and undertaking research
Interpersonal:	<ul style="list-style-type: none"> • Ability to work effectively and diplomatically in a multi-cultural environment • Ability to be a collaborative team player, willing to proactively help colleagues
Languages:	<ul style="list-style-type: none"> • Fluency in written and spoken English
Information Technology:	<ul style="list-style-type: none"> • Good skills in Microsoft Office applications

For more information about NP and its work, as well as full details of the position and the application process, please go to NP's website: www.nonviolentpeaceforce.org

APPLICATION DEADLINE: **19th June 2019**. Due to the urgency of the need to fill the position, qualified candidates who can start immediately will be prioritized. **Applications will be accepted and processed on a rolling basis.**

Please email your updated CV together with a letter of motivation that tells us why you are interested in this position and how you are ideally suited to this particular position to:

recruitNPME@nonviolentpeaceforce.org

If you are shortlisted for this position you will be invited to sit a technical test followed by an interview.

Only applications those selected for an interview will be personally contacted. Thank you for your interest in Nonviolent Peaceforce.