



## Job Profile

<b>Job Title</b>	Programme Development Officer
<b>Function</b>	Country Programme Support
<b>Job Group</b>	Programmes
<b>Duty Station</b>	Cotabato City, Mindanao, Philippines
<b>Administrative Line Manager</b>	Head of Mission
<b>Line Management Responsibility</b>	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 will collaboratively work with the country management team in the Philippines and Myanmar to manage grants, ensure compliance with donor regulations, write proposals, and monitor and evaluate project implementation.

### **KEY OBJECTIVES/RESPONSIBILITIES:**

#### **Resource Mobilization**

- Support the Philippines and Myanmar country teams 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
- Provide data from proposals and concept papers regularly, for the purposes of maintaining the organisational funding pipeline and individual programme funding pipelines
- Serve as the supporting writer, contributing and soliciting ideas, text, editing and budget design to the NPM programme proposals being created, and package them to meet the specific needs of different donors
- Support programmatic input into relevant advocacy efforts, whether in-country or at a global level
- Undertake other tasks reasonably expected of her/him

#### **QUALIFICATIONS AND COMPETENCIES:**

##### **Education, Knowledge, and Experience**

- Relevant university degree in social sciences, international development, or related area of studies
- Excellent command of English, including the ability to analyse and present a cogent argument both in writing and orally
- 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
- Has good understanding, experience or knowledge in Southeast Asia, especially in the context of civilian protection and conflict management issues

- **Skills**

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