Job description: Programme Officer, Central African Republic

1. General

Job Title: Programme Officer, Central African Republic
Location: Bangui, with regular travel to the project locations (Sibut and Kaga-Bandoro)
Reporting to: CAR Project Manager
Duration: Fixed term contract from February 2022 to June 2023
Salary: 988,692 XAF (gross) per month, plus 19% employer contribution to CNSS, 2% employer contribution to ACFPE, 9% of employer pension contribution and medical insurance

2. Organisational information

Conciliation Resources

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond. Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts.

For over 25 years, we have been making peace possible. We currently have over 80 full and part-time staff members, working mainly out of the London and Australian offices. We work with over 70 locally-based and international partners worldwide.

The East and Central Africa Programme

Conciliation Resources’ East and Central Africa Programme (ECAP) has been working towards the non-violent end to conflict in the East and Central Africa region, in particular Uganda, South Sudan and the Democratic Republic of Congo (DRC) since 2006. Since 2010, we have been working in the Central African Republic (CAR), supporting civil society and community actors in conflict resolution and peacebuilding that is sustainable and meets the needs of conflict-affected communities. In CAR, Conciliation Resources’ programmes focus on strengthening local peace mechanisms, promoting inclusion in local and national peace processes (special focus on promoting young people’s role in peacebuilding), linking local and national peace processes and reconciliation. Conciliation Resources’ work is guided by our long-term partnership approach, which seeks to accompany local civil society organisations.

Conciliation Resources has a small satellite office in Bangui. The Bangui satellite office is supported by members of the East and Central Africa programme based in London and Uganda.

3. Job overview

Job purpose

The Programme Officer provides programmatic, financial, administrative and logistical support necessary for the implementation of the East and Central Africa programme’s work in the Central African Republic. The post holder plays a key role in liaising with partners across the areas in which we work, and in managing programme activities and information. They support consultants and volunteers working with the team. The Programme Officer is based in Bangui and undertakes regular travel to project locations outside of Bangui, including rural areas. The Programme Officer reports to the CAR Project Manager, based in Bangui, and works alongside the ECAP Director (based in Uganda) and two ECAP Project Managers (based in
London).

The Programme Officer will specifically work on a new project which will be launched in Kaga-Bandoro and Sibut in early 2022. Funded by the UN Peacebuilding Fund and implemented in partnership with DanChurchAid, the project seeks to increase young people’s readiness and confidence to engage in reconciliation processes in CAR. It addresses young people’s trauma and psychosocial needs, while also strengthening their role in local peacebuilding so as to enable them to take positive steps towards breaking the cycle of fear and revenge. Youth that will get access to mental health and psychosocial support (MHPSS) will be able to use the increased resilience and strengthened connection with their communities and act as agents of change across conflict divides.

Safeguarding

CR is deeply committed to keeping people safe from harm, whether they are personnel or those who come into contact with our work. The Programme Officer is responsible for contributing to a positive safeguarding culture in their team and assisting with the implementation of safeguarding practices within the area that their team works on.

4. Specific responsibilities and tasks

a. Strategic and operational planning

Contribute to the East and Central Africa programme’s strategic and operational planning processes, including participation in the annual planning cycle and monitoring and evaluation processes, through participating in meetings, and assisting with the preparation and submission of completed annual plans.

Participate in team and other internal meetings or working groups.

b. Programme management and partner support

Provide logistical, financial and administrative support to programmes of the full range of activities undertaken by the programme, including arranging travel, visas, accommodation and other tasks required to organise meetings and workshops. Prepare event materials, participant packages and equipment; participate in events, take notes and produce reports of events where needed.

Assist the Programme Director and other team members in producing and regularly updating project management documentation, including Partnership Agreements, workplans, budgets, transfer schedules, financial and narrative reporting forms, consultant contracts and associated Terms of Reference.

Provide support and advice to partner organisations (in person, by phone/Zoom and by email) implementing activities that support programme outcomes.

Support the programme with specific research projects, conducting desk research related to programme activities and ad hoc research for fundraising proposals.

Keep informed of political, social, economic and security developments in project locations (Sibut and Kaga-Bandoro) and the wider Central African Republic.
Support the monitoring, evaluation and reporting of the programme, including collecting and recording data in Conciliation Resources’ outcome harvesting data base, attending and contributing to annual outcome harvesting workshops and contributing to regular narrative reports on activities and impact (donor reports and quarterly reports to the Executive Management Team and Board).

Draft contracts for consultants and other service providers, and supervise occasional volunteers and consultants as required, including ensuring that consultants and volunteers adhere to Conciliation Resources’ security and safeguarding policy and guidelines when working and travelling in all regions.

As requested support additional programme or department meetings including participating in and support information sharing meetings with relevant teams across Conciliation Resources.

Participate in monthly line management meetings and regular performance appraisals, and keep BreatheHR information system up to date.

Comply with internal information management systems, including entering data on the Monitoring and Reporting System (MaRS) to ensure we are monitoring our activity and impact. Handle information in line with Conciliation Resources’ Data Protection and Privacy Policy and any other relevant policies. Input contacts and information onto our databases, helping to maintain efficient electronic and paper filing systems, and organisation-wide administrative systems.

c. Policy and analysis

Support learning in relation to the programme’s work, to enhance the effectiveness and impact of the programme, develop Conciliation Resources’ practice and help communicate impact and lessons.

Engage in programme and organisational learning, through programme reviews, regular monitoring and evaluation at key points, as well as contributing remotely to organisation learning events (including short downloads, brownbag lunches, organisational retreats and other activities).

d. Representation and networking

Work with our Communications team and the Programme Director to develop communications material related to Conciliation Resources work, including updating relevant programme and impact sections of the Conciliation Resources website and the intranet.

Contribute to Conciliation Resources’ information systems: updating relevant programme and impact sections of the Conciliation Resources website (in liaison with the Communications Manager), and of our internal information management system PODIO; uploading photographs to the electronic photo library, entering information into PODIO, and handle information in line with Conciliation Resources’ Data Protection and Privacy Policy and any other relevant policies.

Collate, draft text for reports and proof-read reports and publications.
e. Financial management and fundraising

Support the CAR Project Manager in the timely and accurate processing of financial transactions for the programme. Prepare and process financial trip reports, transfer requests, travel advance requests and other programme expenditure documents, ensuring appropriate coding and in liaison with the London-based Finance team.

Develop and maintain a programme-wide calendar of reporting deadlines, log, file and acknowledge receipt of partner narrative reports.

Support the Programme Director and CAR Project Manager with programmatic financial management including monitoring and ensuring appropriate sign off of expenditure.

Support programme and cross-programmes fundraising efforts when requested by the Programme Director or Director of Programmes, including coordinating input and editing financial and narrative submissions, drafting budgets and narrative text.

f. Personnel management

Ensure they and consultants adhere to Conciliation Resources’ security and safeguarding policies and guidelines when working, and particularly when travelling to areas in Central African Republic outside of Bangui. Be mindful of and plan around the security implications for partners of engaging with Conciliation Resources.

g. Other

Perform additional tasks, consistent with the skills and expertise of the post-holder, as requested by the Programme Director or Africa Department Director.

Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources’ Code of Conduct.

5. Person specification

Experience and knowledge
- Experience of working in an administrative and support position to a team.
- Understanding of and interest in peacebuilding and conflict transformation processes.
- Knowledge of and interest in political, social and economic dynamics in CAR generally and the project locations (Kaga-Bandoro and Sibut) specifically
- Experience of working with databases, handling diverse sources of information and maintaining accessible filing systems.
- Experience of supporting monitoring, evaluation and reporting of projects.
- Experience of revising and contributing to the drafting of substantive reports.
- Experience of undertaking supervised research work.
- Experience of working in a multi-cultural environment.
- Experience supporting financial management including experience preparing budgets, monitoring organisational and partner expenditure and supporting financial reporting.
- Experience of supporting partners on the successful joint delivery of work.
- Excellent working knowledge of Microsoft Office software packages, databases, email, internet.
Skills and attributes

- Strong organisational skills including planning, developing, implementing and maintaining administrative systems.
- Excellent verbal and written communication skills in English and French.
- Willingness to work irregular hours occasionally and to undertake national and international travel.
- Strong commitment to, and experience of, team and cross-organisational working.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Graduate study or local equivalent or equivalent by experience in conflict resolution, international relations, development studies, international humanitarian law, peace and security.
- Ability and willingness to prefectural towns and rural areas outside of Bangui, and experience of hostile environment training or willingness to undertake hostile environment training.
- Fluent written and spoken English and French.
- Spoken or written Sango

December 2021