

# Job description: Programme Officer, Africa Department

- **Job Title:** Programme Officer, Africa Department
- **Location:** Nairobi
- **Reporting to:** Programme Director - East and Central Africa (ECAP)
- **Duration:** September 2023 to August 2024, with potential for extension
- **Responsible for:** Consultants and occasional volunteers

## 1. 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 and we work with over 70 locally-based and international partners worldwide.

### Africa Department

Conciliation Resources has been working to support peacebuilding in Eastern and Central Africa; West Africa and the Horn of Africa for almost three decades now. In all these regions we work with people affected by violent conflict, through inclusive, multiple paths to peace. The Africa Department is one of five departments in the organisation and is made up of three programmes - the East and Central Africa Programme, Horn of Africa Programme, West Africa Programme and a department team - with staff based in London, Nairobi and programme contexts in Africa.

### The East and Central Africa Programme (ECAP)

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, the Central African Republic, Uganda, South Sudan and the Democratic Republic of Congo (DRC). Our work seeks to contribute to building more peaceful societies through enhanced analysis and comparative knowledge, and through supporting and enhancing and implementing targeted and adaptive peacebuilding programmes. We seek to build knowledge through context and conflict analysis; contribute to change through long-term accompanying partnerships; and enhance context-specific peacebuilding practice. Gender transformative peacebuilding is a cross-cutting theme in all our programmes. Currently, our ECAP work is predominantly focused on the Central African Republic (CAR) and Uganda.

### Job purpose

The Programme Officer will provide programmatic, financial, logistical and partners support primarily to the East and Central Africa Programme (ECAP) and to the rest of Africa programme teams and partners as necessary. The post-holder plays a key role in liaising with partners across the areas in which we work, and in supporting the team in Bangui, Nairobi, Kampala and London on programme activity implementation, fund raising and proposal development, monitoring, evaluation and learning (MEL), and donor and partners reporting

requirements. The Programme Officer will also contribute to the programmes' strategy, learning, security and keeping people safe to ensure integrity and sustainability of Conciliation Resources' peacebuilding work in Africa. The Programme Officer is expected to undertake travel within ECAP and where possible to the other Africa programme contexts. The Programme Officer will report to the ECAP Director (based in Kampala).

## 2. Specific responsibilities and tasks

### a. Strategic and operational planning

Contribute to the Africa programmes' 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.

Maintain a comprehensive understanding of active projects in Africa department, including but not limited to objectives, budget structures and deliverables.

Support and/or undertake implementation of specific activities within projects and the programmes in collaboration with the relevant programme directors/managers.

Participate in team and other internal meetings or working groups.

### b. Programme management, compliance and partner support

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

Assist the Programme Directors 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/online and by email) implementing and reporting activities that support programme outcomes.

Support teams to implement grants in line with internal guidelines and donor contracts, including, procurement, budget monitoring and narrative and financial reporting.

Review partner's narrative activity, monthly and MEL reports and provide feedback.

### c. Policy and analysis

Keep informed of political, social, economic and security developments in the programmes contexts that influence the peacebuilding and conflict transformation objectives of the Programmes.

Undertake ad hoc proofreading and copy-editing of reports produced by the programmes to ensure that they are free of errors, adhere to Conciliation Resources' editorial style, and are engaging and accessible to the readers.

Support in the delivery of research projects or where appropriate conduct desk study related to programme activities and ad hoc research for fundraising proposals. This includes, but is not limited to, support to research design, methodology development, management of external consultants and report writing.

#### **d. Risks management, keeping people safe and compliance**

Support the programme directors/managers to establish and maintain a culture of safeguarding, transparency and reporting in all programmes and partnerships. Monitor the use of different reporting mechanisms and work with the security and compliance team to adapt these if appropriate.

Monitoring of security situation across programme contexts, keeping up to date records of significant security incidents and ensuring the relevant teams are kept up to date.

Support the development and updating of Programmes Security Plans, standard operating procedures and travel risk assessments, in line with organisational standards and deadlines.

Support on the updating of the programme and department risk registers, Programme Safeguarding Maps and Partner Safeguarding Risk Assessment.

Where required, support the delivery of safeguarding training to programmes teams and partners through the development of workshop materials or any other administrative support that is required.

Organise inductions and training for new staff and consultants and partners as necessary

Prior to and during travel to particular contexts, observe the security advice provided by the relevant Programme team, and behave in such a way as to prioritise the safety of oneself and colleagues.

#### **e. Financial management and fundraising**

Support programmes team members 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 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/Manager and team members with programmatic financial management including monitoring and ensuring appropriate sign off of expenditure.

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

**f. Monitoring, evaluation, learning and inclusion**

Collect and record data in Conciliation Resources' online outcome harvesting platform and grants management system (Podio) in a manner that complies with organisational standards including review of outcome data and participation in Outcome Harvesting workshops. Provide logistical and practical support to Outcome Harvesting workshops as required.

Regularly review and update the programme MEL plan and data collection tools, in close liaison with the partners, programme teams and MEL Team. Support external evaluations by providing feedback on the methodology, facilitating data collection in the project locations and comment on the final analysis

Lead on collecting and analysing programme specific MEL data in the project locations, including through administering questionnaires, conducting semi-structured interviews and facilitating focus group discussions.

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

Contribute to regular narrative reports on activities and impact (donor reports and quarterly reports to the Executive Management Team and Board).

Support the Programme Directors/Managers in ensuring that gender and wider inclusion is integrated into the programmes' theories of change and results frameworks, and that gender and inclusion outcomes are identified through Outcome Harvesting.

Support the Programme Directors/ Managers in convening project inception meetings and closure/exit meetings including preparation of final donor reports, organising final evaluations and dealing with post-programme issues where necessary.

Handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies

**g. Other**

Participate in monthly line management meetings and regular performance appraisals, keeping BreatheHR Information System up to date.

Supervise occasional volunteers and consultants as required.

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

Demonstrate a commitment to gender equality, diversity and inclusion, including a respect for diverse cultures and ways of working and adhere to CR's equality, diversity and inclusion policy and its effective implementation.

Demonstrate a strong commitment to CR's keeping people safe policy and zero tolerance on bullying and harassment including sexual harassment.

Contribute to a positive keeping people safe culture in the Africa Department and assist with the implementation of keeping people safe practices within the area that the Africa Department works.

Perform other tasks and duties, consistent with the skills and expertise of the post-holder, as required by the line manager.

### **3. Person specification - Essential knowledge, skills and experience**

- Excellent verbal and written communication skills in English and French
- Experience of supporting financial management including experience in preparing budgets, monitoring organisational and partner expenditure and supporting financial reporting
- Experience of working in a role that supports project design, implementation and on-going support for processes of reporting, planning, monitoring, evaluation and learning.
- Experience of working with databases, handling diverse sources of information and maintaining accessible filing systems
- Strong organisational skills including planning, developing, implementing and maintaining administrative systems
- Experience of revising and contributing to the drafting of substantive reports
- Experience of supporting partners on joint delivery of work.
- Experience of supporting implementation, monitoring, evaluation and reporting of projects
- Experience of working in an administrative and support position to a team.
- Understanding of and interest in peacebuilding and conflict transformation processes
- Experience of undertaking supervised research work
- Experience of working in a multicultural environment
- Willingness to work irregular hours occasionally and to undertake some international travel
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity
- Initiative, enthusiasm and a problem-solving approach to new challenges
- Ability and willingness to travel to areas affected by conflict
- Excellent working knowledge of Microsoft Office software packages, databases, email, internet
- Right to live and work in Kenya

August 2023