



Job Description: Job description: Programme Officer, Democratic Republic of Congo

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Location: Bunia or Aru, Democratic Republic of Congo

Reporting to: ECAP Programme Director

Responsible for: Consultants

Duration: Fixed term contract until 30 June 2027 (with potential for extension).

Gross salary: Salary: Euros 2500 (Gross) per month

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 30 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 the Democratic Republic of Congo (DRC), South Sudan and Uganda since 2006.

'Still, we rise: Reclaiming and transforming the Women, Peace and Security agenda' is a three-and-a-half-year partnership between the EU Foreign Policy Instrument (FPI) and a consortium of partners including lead organisation Kvinna till Kvinna, ICAN, CMI and Conciliation Resources. The project focuses on providing direct resources and support to women peacebuilders operating in the DRC, Sudan, Syria and Palestine, strengthening their leadership in conflict resolution processes and supporting more gender responsive peace processes and outcomes.

Conciliation Resources does not have an office in the DRC. The role will be supported by the rest of ECAP, the Africa Department team based in Nairobi and the London team.

Job overview

The Programme Officer provides programmatic, financial, administrative and logistical support necessary for the implementation of the CR component of the WPS-FT project in the Democratic Republic of Congo (DRC). 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 North Eastern DRC and undertakes regular travel to project locations, including rural areas in Ituri and North Kivu. The Programme Officer reports to the ECAP Programme Director, and will work with the Head of Gender and Peacebuilding (project lead), the ECAP Programme Manager and works alongside the rest of Still we Rise project team, ECAP and Africa Department.

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.

Specific responsibilities and tasks

a. Programme administration and partner support

Provide logistical, financial and administrative support to the full range of activities undertaken by the project, 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 Manager and other team members in producing and regularly updating project 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 within the project.

Keep informed of political, social, economic and security developments in project locations and the wider Democratic Republic of Congo, assess risks for staff and consultants, inform the project team of implications and input changes into Programme Security Plans, contingency plans, travel check-lists and risk matrices as required.

Together with the MEL Manager, support the monitoring, evaluation and reporting of the project, including attending and contributing to annual outcome harvesting and reflection workshops and contributing to regular narrative reports on activities and impact

Collect and record data in Conciliation Resources' online outcome harvesting data base (PODIO) and respond to queries from the MEL team, Communications team and Project management team

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.

Comply with internal information management systems- 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.

b. Financial management and compliance and fundraising

Support the partner's financial reporting including compliance with donor requirements for procurement, justifications for eligible expenses and supporting documents. This includes co-facilitating financial training for partners at the beginning of the project, having quarterly working sessions, carrying out spot checks visits and support third party financial support mechanisms.

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

Develop and maintain a project-wide calendar of reporting deadlines, log, file and acknowledge receipt

of partner narrative reports.

Support 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 Africa Department Director, including coordinating input and editing financial and narrative submissions, drafting budgets and narrative text.

c. Strategic and operational planning

Contribute to security and safeguarding processes for Conciliation Resources' work in the DRC. This will include the development of a Programme Security Plan, a Contingency Plan and travel checklist.

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.

d. Policy and analysis

Participate in organisational learning events as required (such as retreats and brownbag lunches) and help to review and input into planned advocacy approach and materials as part of the project

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).

e. Representation and networking

Be the lead focal point for Conciliation Resources in the DRC, liaising with local and national authorities to ensure that Conciliation Resources is adequately set up and represented.

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

Collate, draft text for reports and proof-read narrative reports and publications as requested.

Maintain working relationships with consortium partners, NGOs, donors, UN agencies and other development agencies working in DRC.

Participate in various coordination meetings and platform.

f. Personnel management and Keeping People Safe

Participate in monthly line management meetings and regular performance appraisals, and keep Employment Hero (HR platform) information system up to date.

Regularly assess risks to project staff and consultants, security operating procedures and keep the organisation informed of the all potential risks.

Liaise with representatives from State security services, UN organisations, traditional and religious leaders, local, national and INGOs to build closer working relationships and identify opportunities for collaboration on safety/security issues/ Keeping people Safe. Using the knowledge acquired from multiple source, ensure that the KPS, PSP and other security plan and travel protocols are regularly updated.

g. Other

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

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

Person specification

Essential knowledge, skills and experience

- Experience of working in an administrative and support position to a team.
- Experience supporting financial management including experience preparing budgets, monitoring organisational and partner expenditure and supporting financial reporting.
- Understanding of and interest in peacebuilding, gender equality and conflict transformation processes.
- Strong understanding of WPS landscape, key stakeholders, challenges and opportunities in DRC and regionally
- Knowledge of and interest in political, social and economic dynamics in the DRC
- Experience of supporting monitoring, evaluation and reporting of projects.
- Experience of revising and contributing to the drafting of substantive reports.
- Experience of working in a multi-cultural environment.
- Proven experience of working independently, being a self-starter and working with staff in different offices , online and different contexts.
- Experience of supporting partners on the successful joint delivery of work.
- Excellent working knowledge of Microsoft Office software packages, databases, email, internet.
- Strong organisational skills including planning, developing, implementing and maintaining administrative systems.
- Excellent verbal and written communication skills in French and English.
- Verbal communication skills in the local dialects spoken in DRC such as Swahili, Lingala and other dialects.
- 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 live and work in towns in Eastern DRCs such as Bunia , Beni or Aru.
- Willingness to undertake hostile environment training.