

SCOPE OF WORK

Program Development Officer

BACKGROUND

The objectives of this contract are to: 1) Increase confidence in governance based on equitable participation in decision making and management of community assets. 2) Empower community and government representatives to engage with private sector and development actors in a collaborative process for community growth. 3) Increase Somali engagement in creating a more stable future. 4) Support inclusive, sustainable development by reducing gender gaps in stabilization and development.

OBJECTIVE

The Program Development Officer will support the timely and accurate implementation of activities and support grant development.

PRIMARY RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Lead the development and implementation of a strategic and compliant portfolio of activities
- Interact constantly with senior staff on program related issues such as grant development, context analysis and reporting, grant monitoring and evaluation.
- Provides senior level program, operations, and contextual weekly updates to the DCOP.
- Ensure that all reports are properly written and submitted as per workplan and grant milestones, ensure direct beneficiary communication is held in regard to progress of the activities and submission progress report as per milestones.
- Liaise with local partners, beneficiaries, NGOs, Donors, etc to ensure coordinated and effective program implementation and ensuring the proposed budgets costs are verified with the current market price before finalizing the grant budgets.
- Participate in coordination with the local government to facilitate USAID, staff, and Contractors trips to/from Somalia.
- Represents TIS+ in meetings, workshops and conferences as requested by the supervisor and submit an internal report to the supervisor.
- Ensure that baseline information is collected (GPS, photographs, etc) and provided to the M&E Specialist for further production and circulation as per when required with full participation to ensure that the data is productive for reporting purposes.
- Ensure that proper documentation is signed by beneficiaries/trainees/grantees in close coordination with the central office and other responsible staff (Agreements, waybills, Completion Certificates, Transfer of ownership, etc) and submitted to the GS in a timely manner.
- Manages the activity evaluation process in the field in close coordination with the M&E Specialist and central office.
- Ensure that all permits and/or authorizations that may be necessary to implement the activity are granted in the shortest possible timeframe.
- Assist with the preparation of accurate Reports, evaluations and other documents as required

- In coordination with the Program Activity Specialist (PAS) and/or DCoP, mediate/solve any conflicts during the development and implementation of the activities.
- Participate in recruitment of additional staff when requested.
- Provide input on procurement for materials and human resources as required, very quality and quantity as per specification provided.
- In close coordination with the central office, ensure that activity, training, and grants files are properly completed and maintained in both soft and electronic versions.
- Other duties as assigned.

REPORTING

The Program Development Officer (PDO) reports directly to the Field Coordinator or Deputy Chief of Party (DCoP) as applicable.

QUALIFICATIONS

- Four-year university degree in development, sociology, law, social or political science, or other development-related field required.
- Minimum of five years' professional experience working with urban and rural populations, local organizations, and/or communities in Somalia.
- In-depth knowledge of the communities where TIS+ is operating and the ability to identify potential interventions that will contribute toward program strategy and objectives.
- Ability to oversee and coordinate the financial and administrative management of program activities including budget management and procurement
- Experience working on social or political development projects required and experience identifying, developing, and managing projects for an international organization preferred.
- Demonstrated experience in community participation/engagement-type projects required.
- Ability to network and identify appropriate local partners and grantees and support reform-oriented entities and local and international organizations design and develop activities.
- Ability to draft well written succinct reports and grant ideas forms.
- Fluency in spoken and written Somali, and high proficiency in spoken and written English.
- Willingness and ability to travel throughout Somalia and to Nairobi, Kenya.
- Computer literacy required with proficiency in Microsoft applications, including Word and Excel. Knowledge of Microsoft Access preferred.

LOCATION

Garowe

LEVEL OF EFFORT:

One year with possible extension up to three years.

Women are strongly encouraged to apply.

Applications will only be accepted through May 23rd via:

https://aecomtisplus.formstack.com/forms/puntland_program_development_officer