

SCOPE OF WORK
Program Activity Specialist (PAS)
Garowe

BACKGROUND

TIS+ is implementing the Somalia Project to promote good governance and community cohesion. 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 Activity Specialist (PAS) is a national CCN position that will support efficient and high quality national or regional level PIKA (grant) development. She/He will be responsible for ensuring PIKA within their geography are implemented on timely and accurate basis. This includes, but is not limited to, PIKA development, documentation, procurement, quality control, grantee support, monitoring, evaluation and reporting. The PAS will provide support to the Garowe office and different projects across Somalia.

PRIMARY RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Support national or regional grant development in ensuring strategic ideas are developed, correct engagement is done, and proposed budgets costs are verified with the current market price before finalizing the grant budgets.
- Support compliant documentation processes, including working with beneficiaries /trainees/ grantees as directed by the Program Development Officers (PDO) and other responsible staff.
- Produce weekly success stories of supported programs.
- Contribute to the PIKA tracker for all PIKA within their portfolio and share with the PDO on a weekly basis.
- Assist with the preparation of accurate reports, evaluations and other documents as required.
- In coordination with all TIS+ staff, help to mediate/solve any conflicts during the development and implementation of the activities.
- Respond to requests from the PDO and Nairobi based team on program related issues such as grant development, context analysis, reporting, grant monitoring and evaluation.

- Liaise with local partners, subcontractors, resource partners, and government to support efficient and effective PIKA implementation.
- Provide reliable input on procurement for materials and human resources as required.
- As managed by the PDO, ensure that all activities and national grant files are properly completed and maintained in both soft and electronic versions.
- Other duties as assigned.

REPORTING

Program Activity Specialist (PAS) reports to the Program Development Officer (PDO)

QUALIFICATIONS

- University degree in Project Management, Development Studies, Political Science, Logistics or other related fields.
- Minimum 3 years professional working experience with urban and rural populations, local organizations and/or communities in Somali.
- Experience in grant development and grant management.
- Experience on USAID funded activities.
- Demonstrated experience in community participation/engagement
- Demonstrated experience in engagement with local government representatives.
- Ability to coordinate the financial, administrative and implementation of program activities, including budget management whilst ensuring compliance of rules/regulations.
- Strong ability to speak and write in English and Somali language.
- Willingness and ability to live in Garowe.
- Willingness and ability to travel to project sites across Somalia.
- Computer skills and knowledge of systems required with proficiency in Microsoft applications i.e. Word, Excel and Access.

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_activity_specialist