

Junior Program Officer - Erbil

Location: [Europe & the Middle East] [Iraq]

Town/City: Erbil

Job Type: Fixed term, Full-time

PURPOSE OF POSITION:

World Vision International, Iraq (WVI) is seeking a qualified and highly motivated individual to support the programs team in design and development of the office's portfolio for humanitarian and development needs. The Junior Program Officer will act as focal point for team level reporting for partnership functions and external recipients as required. They will support the maintenance of accurate and up to date program and portfolio information to enable quality reporting and decision-making. The JPO will also support the development of high quality, strategically aligned project designs and proposal submissions. They will be furthermore responsible for supporting Program Officer's with the management of the project, including compliance with WVI and donor regulations. They will support the team to with research, insights and information management to maintain strong working relationships with donors. They will be expected to collaborate constructively with all other departments in the office and other stakeholders.

MAJOR RESPONSIBILITIES:

Information Management

- Act as focal point for team reporting requests such as the Grant Health Tracker, Statutory Report etc
- Support the maintenance of accurate an up to date team and project archives

- Maintain accurate and up to date project/portfolio information in WV Systems eg Horizon
- Compile and analyse relevant information to inform response design, program management, and operational improvement and promote learning

Program Design and Proposal Development

- Support the programs team with program design eg research, drafting inputs and stakeholder liaison
- Support the opportunity identification and assessment process eg identifying potential opportunities, drafting opportunity synopses, supporting the Gn/No-Go process
- Research and analyse donor information to support donor prioritisation, prepositioning and engagement

Program Management

- Support the coordinate with MEAL and project leads to ensure monitoring and evaluation obligations are understood and implemented
- Support the facilitation of start-up workshops for new projects to ensure project staff have all the required documentation and tools for reporting and record keeping
- Support the design and implementation of the program monitoring system, including required external and internal reporting.
- Support the team to deliver high quality, accurate and timely reporting that meets donor guidelines

- Review and analyse monitoring and evaluation learnings and to support integration of those lessons back into projects.

Accountability

- Help to ensure programming meets WV minimum quality standards and support improvement, reflection, and learning (includes Real-Time Evaluation and Lessons Learned events).
- Help to ensure that program implementation is in line with the principles of the Red Cross Code of Conduct, SPHERE standards, and relevant WV internal standards and policies.

Other

- Attend and participate in capacity building training
- Attend and participate in WV's spiritual nurture events and other organizational events
- Safety and Security responsibilities:

* Responsible for own security and actively contribute to a positive security culture

* Abide by the security policies and procedures and report any incidents or breaches to line manager and security manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- University Bachelor degree in a field related to community development work preferably in fields such as sociology, international or political studies, humanitarian law, public

health, population studies and others.

- Master's degree would be advantageous.
- Work experience with English language writing
- Work with NGO or relief programming advantageous
- Critical thinking and analytical skills
- Writing skills
- Good Research skills
- Good Interpersonal and communication skills
- A high level of diplomacy and networking skills is required
- Self-starter who can work independently under pressure
- Ability to travel across Northern Iraq as needed (within WV security policy approved areas)
- Strong capacity building and facilitation skills
- Cross-cultural sensitivity, flexible world view, emotional maturity and physical stamina
- Ability to manage work life and work without supervision
- Ability to work in and contribute to team building environment.
- A full commitment to World Vision's core values and mission statement.

- Full adherence to World Vision International Child Protection, Code of Conduct and Conflict of Interest policies.
- Full Adherence to security protocols.
- Excellent written and spoken English.
- Arabic language skills are an added advantage

Work Environment

- Travel domestically, including projects in high-risk areas of WV programming.