

Programme Officer, WV Sudan

Location: [Africa] [Sudan]

Town/City: Khartoum

Category: Field Operations

Job Type: Fixed term, Full-time

PURPOSE OF POSITION:

World Vision Sudan is seeking a qualified and highly motivated individual to support the design and development of the office's portfolio for humanitarian and development needs. Under the direction of the Grant Acquisition Manager and GAM Director the Program Officer will lead assigned project design and proposal development opportunities. They will be furthermore responsible for supporting the management of the project, including compliance with WVI and donor regulations. As they key point of contact with donors for their projects, they will be required to build and maintain strong working relationships with donors and Support (funding) Offices. They will be expected to collaborate constructively with all other departments in the office and other stakeholders.

Note: The Program Officer is not responsible for implementing projects but is a key advisor in supporting efficient project implementation.

KEY RESPONSIBILITIES:

Program Design and Proposal Development 25%

- Lead proposal bid teams to develop high quality project designs in collaboration with all key stakeholders, in line with donor requirements, field needs and WV strategy.
- Co-facilitate design workshops or meetings as required and to collectively plan new project designs with sector leads.
- Assist in preparation and signing of technical agreements with line ministries and other government agencies.

Grant Management and Field Support 35%

- Maintain ongoing regular communication with donors and SOs regarding project implementation and collaborate on problem solving as required.
- Coordinate with MEAL and project leads to ensure monitoring and evaluation obligations are understood, implemented and compliant with donor requirements.
- Guide project leads or sector managers in the reporting requirements and templates.
- Support the integration of monitoring and evaluation learnings lessons back into projects and programming more generally.
- Support Operations and other support areas to provide timely, accurate, compliant and high quality reporting.
- Use meetings and other forums to engage with operations staff to gather emerging challenges, lessons learned, and innovations to apply to future proposals.
- As required, support Operations in implementation challenges with hands-on capacity building and support in the field.

Information Management 10%

- Maintain up to date and accurate project archives to support ongoing information management needs and future audits.
- Compile and analyse relevant information to inform response design, program management, operational improvement and promote learning.

External Engagement and information gathering/analysis 20%

- Assist the GAM and PQ Directors to establish/ strengthen relationships/ linkages and networks with key resilience actors and leading NGOs to gather donor intelligence and build collaborative relationships.
- Advise WV on potential fundraising opportunities arising from donor strategies and contextual changes.
- Research, monitor, and utilize shifting donor strategy, funding, or regulatory information, and advise GAM Director of emerging trends that could positively or negatively affect the program.
- Maintain good contextual awareness of Sudan including humanitarian and emergency events and trends, particularly in our current or potential operating areas.

Accountability and Capacity Building 10%

- Were relevant, work with project staff to address any quality issues or complaints, and support community consultation and information provision mechanisms.
- Address, orient, and train response staff on international standards and their application.
- Share donor regulations with project managers to enable compliance with the specific donor requirements.
- Ensure programming meets WV minimum quality standards and support improvement, reflection, and learning (includes Real-Time Evaluation and Lessons Learned events).
- 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.
- Support the capacity building of National GAM staff in GAM expectations and processes throughout the GAM lifecycle.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in large scale humanitarian emergencies.
- Experience in grants acquisition and management.
- Computer literate with a high degree of proficiency and productivity.
- University Bachelor degree in community development work, preferably sociology, international or political studies, humanitarian law, public health, and population studies.
- Master's degree in above-related fields is preferred.
- HEAT certification would be an added advantage.
- Excellent written and spoken English.
- Arabic language skills are an added advantage.

Preferred Skills, Knowledge and Experience:

- Excellent verbal and written skills.
- Critical thinking and analytical 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.
- Understanding of international standards including SPHERE, emergency management, security awareness, etc.
- 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 the team building environment.
- Ability to maintain performance expectations in psychologically stressful environments and physical hardship conditions with limited resources.
- Understanding of internet and email.

Work Environment / Travel:

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