

Program Officer (Resource Development & Donor Engagement)

Location: [Africa] [Zimbabwe]

Town/City: Harare

Category: Field Operations

Job Type: Fixed term, Full-time

BACKGROUND INFORMATION

World Vision is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. We are a community of close to 40,000 staff working across the world to help change the lives of vulnerable children. Our supporters, partners and staff join forces with communities on the ground to help children enjoy good health, be educated for life, experience the love of God and their neighbours and be cared for, protected and participating in addressing issues that affect their lives. World Vision has been active in Zimbabwe since 1973. Our operations are spread across 9 out of 10 provinces, with a majority of over 1.75 million beneficiaries in rural areas. Our current programs focus on improving the well-being of boys and girls in three priority sectors: health and nutrition, livelihoods and education. We also focus on child protection, gender and disabilities, emergency assistance and resilience building as cross cutting priorities across our programs.

World Vision Zimbabwe is committed to the safeguarding of staff, children and communities that we work with, preventing any type of unwanted behavior at work, including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. We are committed to promote the welfare of children, youth, adults and individuals with whom World Vision engages with. World Vision expects all staff to share this commitment through our conduct and behavior. We place a high priority on ensuring that only those who share and demonstrate our values are

recruited to work with us. If you share the same vision and values, JOIN US and contribute to life in all its fullness for the children and communities we serve.

Position Title: Program Officer – Resource Development & Donor Engagement

Location: National Office, Harare

Reports To: Senior Program Officer

Purpose of the Position

The position seeks to provide cross functional coordination support and technical oversight in grant proposal development, grant compliance and report generation in line with donor requirements the planning, funding, implementation, evaluation and reporting of the respective World Vision program operations. The PO position will focus heavily on proposal coordination and design, as well as ensuring regular project reporting and donor compliance. It will also include donor/Support Office/partner engagement and information management.

MAJOR RESPONSIBILITIES

Grants Acquisition

- Identifying and soliciting for funding opportunities within the donor community (such as UN agencies, USAID, DFID, EC), and WVI Support Offices;
- Coordinate project design, implementation, and evaluation with all relevant staff, using the defined processes.
- Develop concept papers and prepare proposals to major donors, in coordination with technical specialists, finance and procurement staff and SOs.
- Monitor funding status for each sector of the program to identify possible funding gaps

and ensure smooth transitions from one grant to the next.

- Obtain funding for program's unfunded sections by identifying grants.

Grants Management

- Prepare monthly, annual and end-of-project narrative reports, newsletters, situational reports and other reports as necessary.
- Link with the operations and finance departments to ensure the compiling/collating of major donor management reports.
- Liase with the M&E team and knowledge centre in conducting monitoring and evaluation, research and documentation
- Conducting field visits, for the purposes of assessing if and ensuring that programs are managed in accordance with internal procedures, as well as in a manner that will promote good practice, maximise impact, encourage learning and maintain a high team spirit.

Partnership & External Relations

- Support relationship management of World Vision partners, and Support Office relations. Through ensuring that WVZ meets all contractual obligations and achieves high quality planning and implementation levels.
- Partner selection for new project opportunities and capacity building in GAM for partners
- Support the programs team to identify potential partners to work with in projects.
- Ensure alignment with WV's established external engagement, GAM, partnering steps,

and response strategies.

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in Social Sciences, International Development, International Relations or related field.
- Master's degree in Social Sciences, International Development, International Relations or related field. (Preferred)
- Understanding of project design and good proposal writing skills.
- Basic understanding of the workings of major donors, such as USAID, UN, CIDA, Aus Aid etc.
- Strong capacity building and facilitation skills
- Ability to complete tasks in a timely manner.
- Ability to pursue thoroughness and appropriate attention to detail.
- Ability to express self clearly in all forms of writing.
- Ability to identify gaps, trends, priorities and key issues.
- Ability to describe key aspects and issues of relief, development and advocacy.
- Ability to maintain strong links with major NGO's, donors and government agencies.
- Ability to explain WV's work in relation to issues of poverty, power, justice and peace.

- Ability to respect and relate appropriately to people of other faiths.
- Ability to build and maintain strong relationships
- *Ability to interpret and present information with influence and impact.*
- *Self-starter who can work independently under pressure*
- Completed a recognized personal security course in the past 3 years
- Knowledge of WV's field operations, either in the relief or development context.
- 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
- Ability to maintain performance expectations in psychologically stressful environments and physical hardship conditions with limited resources

NB: Shortlisting will be done as applications are received. Only shortlisted candidates will be contacted.

Qualified female candidates are encouraged to apply