



## Terms of Reference

### *Programme Officer (Group I)*

<b>Department:</b>	Please select from list: Operations	<b>Duty Station:</b> Kenya, Nairobi
<b>Job title:</b>	Programme Officer (Group I)	

**Supervisory roles, back-up and replacement to be established by the HoO (Head of Office) (cf. updated organisation chart).**

#### 1. Job summary:

The jobholder carries out activities to ensure that effective humanitarian response is delivered. The jobholder conducts assessments; develops strategies and represents DG ECHO at technical level when appropriate. The programme officer may be asked to run an antenna/office and supervise staff in the absence of a TA (Technical Assistant) or, when in a RO (Regional Office), be in charge of regional overview tasks.

#### 2. Responsibilities & Tasks:

Within delegated authority, the Programme Officer (Group I) will be responsible for the following duties:

##### **Programme work**

- Contributes to designing DG ECHO overall strategy, policies and thematic working groups;
- Appraises and evaluates partners' financing requests, and monitors projects in the light of the intervention strategy adopted and advises, as appropriate;
- Prepares fiche-ops (e-documents completed by DG ECHO staff for assessing and monitoring projects), as appropriate and submits to the responsible HoO/TA;
- Reviews policy compliance in cooperation with policy experts in the RO/HQ (Headquarters);
- Liaises with partners on finalising and reviewing proposals, once the appraisal is agreed with DG ECHO headquarters;
- Assesses requests for contract modifications submitted by partners and advises DG ECHO as appropriate;
- Evaluate interim and final reports submitted by partners and advise DG ECHO as appropriate;
- Critically studies and comments upon partners' reports and field operations;
- Assists with, participates in, and reports on meetings, as appropriate;
- Pro-actively follows local or regional events that may impact the humanitarian situation in the country/region. Drafts reports on the humanitarian situation, including any political, economic and security events relevant to the analysis of the humanitarian situation in the country/region;
- Supports the HoO/TA in the event of an emergency response;
- Provides backstopping capacity and surge support in case of need.



## Terms of Reference

*Programme Officer (Group I)*

### **Specific duties for Programme Officer**

- Assesses policy compliance of proposals in cooperation with policy experts in the RO/HQ;
- Conducts field trips and consultations to monitor the implementation of DG ECHO-funded operations, as specified in the work programme provided by DG ECHO HQ, in the light of partners' contractual obligations, including in the field of information and communication and the situation on the ground, and in liaison with the Regional Information Officer (RIO) reports to DG ECHO as appropriate;
- Assists with enhancing the visibility and communication of DG ECHO's overall assistance;
- Works closely with the Delegation to ensure that the activities funded by DG ECHO are, wherever possible, consistent and integrated with other Commission programmes.

### **Working with partners**

- Advises on the operational capacity of implementing partners;
- Maintains contacts with DG ECHO's partners, advising the relevant interlocutors of any major issues arising;
- Ensures the monitoring of DG ECHO visibility and pro-active communication by partners in operational contracts in line with the guidelines;
- Ensures communications with DG ECHO's partners, including establishing and maintaining a database of relevant organisations and personnel;
- Manages/supervises contracts/grants database;
- Assesses partners' long-term planning, particularly with regard to their exit or hand-over strategy and, if appropriate, provisions for their programmes to be integrated into and/or taken over by local structures or organisations, with the support of INTPA (Directorate-General for International Partnerships), EEAS (European External Action Service) or other development donors.

### **Coordination**

- Conducts field trips with other EU officials during field visits, as requested and appropriate;
- Participates to meetings of operational co-ordination fora organised by the international humanitarian community or the local or national authorities as appropriate;
- Liaises, in coordination with the HoO/TA, with local authorities and institutions;
- Develops and maintains regular consultations with the field representatives of other humanitarian donors, especially those of EU Member States.

### **General Administration**

(If/When applicable)

- Daily management of the office in the absence of a TA;



## Terms of Reference

*Programme Officer (Group I)*

- Performs financial and administrative responsibilities linked to the posting, under the guidance of the AC (Administrative Co-ordinator) and in respect of the field authorisation of expenditure limitations;
- Provides weekly reports and other ad-hoc documents;
- Responds to requests for information;
- Establishes mission programmes.

### **Office specific responsibilities/tasks**

- Support the Regional Office in regional operational processes & consultations within the Regional Office and Country offices.
- Provide surge support to country offices and regional office as needed (including on program management), both remotely as well as during field missions.
- Work with operational staff across the regional field network and help in internal coordination.
- Provide analyses of the regional portfolio, partners, cross-cutting issues, including presentations / mapping.
- Prepare operational briefings & reports.
- Maintain partners network at regional level.
- Participate to regional coordination mechanisms.
- Support the regional operational internal coordination (Regional office with country offices).
- Provide mentoring / coaching support of country / regional office colleagues, supporting induction of new PAs/POs

### **3. Competencies required:**

- Drive for Results: High Level
- Conduct in Service: High Level
- Working with Others: High Level
- Decision-making: High Level
- Managing and Organising Information: High Level
- Strategic Thinking and Planning: High Level
- Communication: High Level
- Organisational Awareness: High Level
- Adaptability and Flexibility: High Level
- Leadership: High Level

*The definition of each competency and examples of behaviours expected for each level are listed in*



## Terms of Reference

*Programme Officer (Group I)*

*annex.*

#### **4. Job Requirements:**

##### **Education**

- A relevant second level university degree or equivalent professional experience.

##### **Knowledge and Experience**

- Minimum 5 years of relevant experience at national or international level in managing programme/project operations, including at least 2 years of experience with an NGO' donor or national/international organisation;
- Very good knowledge of the EU humanitarian aid system;
- Very good knowledge of International NGOs, UN Aid Agencies and Red Cross Movement;
- Very good understanding of Humanitarian Aid principles, policies and standards;
- Excellent drafting skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).

##### **Languages**

- An excellent knowledge of English (verbal & writing);
- Knowledge of French is an added advantage

#### **Disclaimer:**

**The Authority Authorised to Conclude Contracts (AACC) reserves itself the right to amend the job requirements in line with the local labor market conditions.**