

Terms of Reference *Programme Officer (Group I)*

Job family :	Programme	Duty Station:	NIGERIA/Abuja
Job category:	Programme Officer - (Group 1)		
Employee name:		Employee contract dates:	
Line manager :		Supervision exercised :	
Back-up :		Replacement :	

1. Job summary:

The job holder carries out activities to ensure that effective humanitarian response is delivered. The job holder conducts assessments; develop strategies and represents ECHO when appropriate. The program officer may be asked to run an office and supervise staff in the absence of a TA or, when in an RSO, 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 ECHO overall strategy, policies and thematic working groups.
- Appraise, monitors and evaluates partners' financing requests in the light of the intervention strategy adopted and advise, as appropriate;
- Prepares fiche-ops, as appropriate and submits to the responsible Head of Office/TA;
- Reviews policy compliance in cooperation with policy experts in the RSO/HQ;
- Liaise with partners on finalising and reviewing proposals, once the appraisal is agreed with ECHO headquarters;
- Assesses requests for contract modifications submitted by partners and advise ECHO as appropriate;
- Evaluate interim and final reports submitted by partners and advise ECHO as appropriate ;
- Critically studies and comments upon partners' reports and field operations;
- Assists with, participate in, and report on meetings, as appropriate;
- Pro-actively follows local or regional events that may impact on the humanitarian situation in the country/region. Draft reports on the humanitarian situation, including any political, economic and security events relevant to the analysis of the humanitarian situation in the country/region;
- Support the HoO/TA in the event of an emergency response;
- Provides back-stopping capacity and surge support in case of need.

Specific duties for the Programme Officer:

- Assess policy compliance of proposals in cooperation with policy experts in the RSO/HQ;
- Conduct field trips and consultations to monitor the implementation of ECHO-funded operations, as specified in the work programme provided by ECHO headquarters, in the light of partners' contractual obligations, including in the field of information and communication and the situation on the ground in liaison with the RIO, and report to ECHO as appropriate;
- Works closely with the Delegation to ensure that the activities funded by 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 ECHO's partners, advising the relevant interlocutors of any major issues arising;
- Ensure the monitoring of ECHO visibility and pro-active communication by partners in operational contracts in line with the guidelines;
- Ensures communications with ECHO's partners, including establishing and maintaining a database of relevant organisations and personnel;
- Manages/supervises contracts/grants database.
- Assess 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 AIDCO, EEAS or other development donors;

Representing ECHO

- Conduct field trips with other EU officials in 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;
- Assist with enhancing the visibility and communication of ECHO's overall assistance.
- Develops and maintain 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;
- Performs financial and administrative responsibilities linked to the posting, under the guidance of the Regional Administrative Co-ordinator;
- Provides weekly reports and other ad-hoc documents;
- Respond to requests for information;
- Establishes mission programmes.

Office specific responsibilities/tasks:

(If/When applicable)

- Undertakes any additional tasks as assigned by the TA/Head of Office/RSO and/or Headquarters.

3. Competencies required:

Core Competencies:

Drive for Results - High level

Conduct in Service – High level

Functional Competencies:

Working with others – High level

Decision – making – Basic level

Influencing & Negotiating – Medium level



Leading & Supervising – Medium level
Managing & Organising information – Medium level
Strategic thinking and planning – Medium level
Communication – High level
Organisational Awareness – Medium level
Adaptability & Flexibility – Medium level
Critical Thinking & Problem Solving – Medium level

The definition of each competency and examples of behaviours expected for each level are listed in 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's, 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).
- An excellent knowledge of Hausa is required. Working knowledge of Kanuri is an asset.