



Rift Valley Institute
Job Description
Programme Officer - RVI Ethiopia

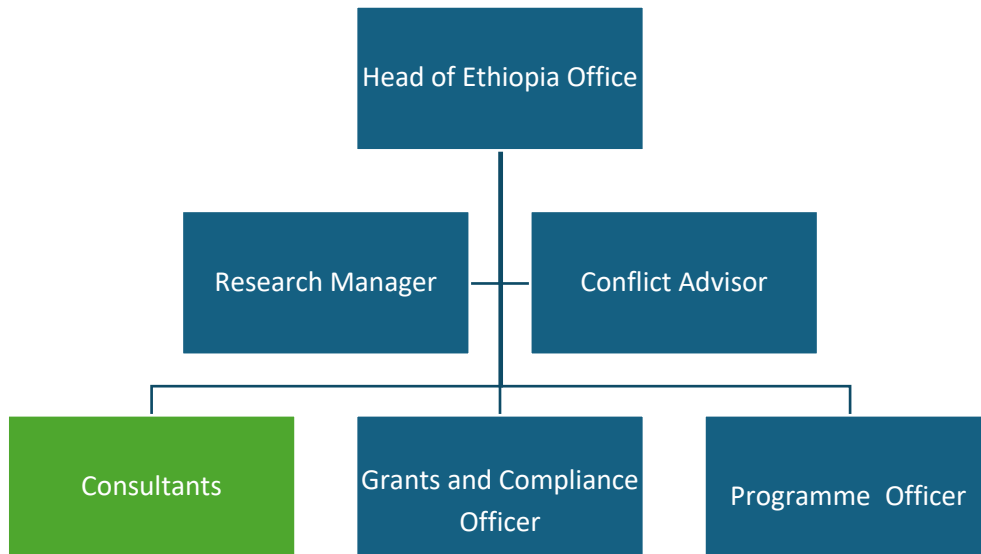
Employment type: Full time

Contract duration: Initially two years, renewable subject to availability of funding

Duty Station: Addis Ababa, Ethiopia

Reporting structure

This role directly reports to the Head of Ethiopia Office



Key working relationships

- Works with the Head of Office, the Peace Research Facility Teams and those working on other current and future projects
- Supports and works with Consultants engaged by the office in different capacities
- Coordinates with the Grants and Compliance Officer in ensuring compliance to project agreements
- Works with the RVI finance team and other relevant individuals within the wider organisation
- Works with Publications and Communications team members

Scope and Limits of Authority

- Consults with the Head of Office on all support areas required as outlined under the job responsibility section below
- Interacts with all project teams and consultants providing all round project support for the effective management of projects adhering to both internal and external compliances

KEY RESPONSIBILITIES

Provides support to the Head of Ethiopia Office with the day-to-day project management processes such as:

Programme administration

- Prepare relevant HR documents for hiring consultants including pre-contracting documents such as, Requisition Forms, Namescans and other relevant procurement documents to assist the managers in preparing contract and following through amendments
- Develop, update and maintain project templates to improve operational systems and processes, in consultation with the Head of Office and the project teams
- Assist in the coordination, logistics and administrative tasks related to consultants' travel ensuring travel plan approvals and security clearance are secured
- Support in the planning and coordination of forums and events as well as dissemination of publications that RVI will organise in collaboration with relevant teams
- Be a focal point with graphic designers, printers and other suppliers that will be contracted by projects including the PRF ensuring procurement rules are followed in the contracting process, and out puts delivered meet time and quality standards as per the agreed specification
- Coordinate regular office and project-based meetings with responsibilities for setting meeting calendars, agenda, and minuting of the proceedings.
- Support in the drafting of regular project reports to donors and for internal use, including in strategic and annual planning and review processes
- Be the focal point for country security plans and guidelines
- Develop and maintain reporting schedules for all projects and coordinate the drafting of reports for review and final submission of the donor reports by the relevant project managers and the Head of Office.
- Support the relevant project managers in organising project kick-off meetings and close out projects including final end of project meetings
- Provide administrative and logistics support to programme managers and the Head of Office in the management of projects

Finance administration

- Assist the Head of Office on all matters related to finance
- Process consultants' invoices and track payments
- Review consultants' timesheets and researchers' field budgets
- Track expenditures against project budgets and consult managers and budget holders where budget re-alignments are required
- Review the monthly spend reports and quarterly financial reports developed by the finance team and consult managers on required action
- Prepare financial forecast to FCDO (in the case of PRF) and to relevant donors as required in grants agreement, and sends after signing off by the Head of Office.
- Ensures the timely preparation of donor financial reports in coordination with the Grants and Compliance Officer, the RVI Finance Teams and the project managers and budget holders

- Coordinates with the Grants and Compliance Officer and the RVI finance teams to ensure PRF and other projects run by RVI in Ethiopia are compliant with the donors' and RVI's relevant rules and regulations

Monitoring and Evaluation

- In collaboration with the Research Manager, assess progress against project outputs, by developing progress tracking and feedback mechanisms and document written and oral feedback to avail evidence that support reporting
- Track regularly the project's indicators and outcomes against targets in the PRF Log frame
- Assist the Research Manager in designing and developing the PRF Monitoring, Evaluation and Learning plan and for other projects as relevant
- Support in the drafting of quarterly narrative reports with oversight from the Head of Ethiopia Office and respective project managers
- Participate in 'pause and reflect sessions' and generate lessons learnt and points of action documents
- Assist the Head of Office in organising periodic project learning and review sessions as required in the project plans and agreements

Person Specification

Knowledge and Education

- Minimum of a Bachelor's degree in management, public administration, project management and related fields
- Proven knowledge and expertise in digital tools that can enhance project management.

Experience

- A minimum of 5 years work experience in the operations of non-governmental organisations in related fields.
- Knowledge and understanding of the project cycle management
- Track-record of working in a multi-cultural and diverse environment
- Experience in organizing physical and virtual forums and conferences
- Experience of using social media platforms for work purposes, including (but not restricted to) X Space, LinkedIn and Facebook.

Skills and Abilities

- Excellent oral and writing and editing skills in English and Amharic
- Cultural sensitivity and experience of working with people from diverse backgrounds
- Proficient in Microsoft applications with skills in Excel and Google-sheets
- Experience in the preparation of budget, monitoring and financial management and reporting
- Ability to communicate in a second Ethiopian language will be an added advantage

Note: As this is a national hire, applicants should be Ethiopians or have the right to work in Ethiopia