

act:onaid Job Description and Person Specification

Job Title:	Programme Officer		
Directorate:	Programmes, Campaigns and Innovation	Band:	SM2
Reports to:	Regional Programme Manager	Step:	
Location:	Zebilla, Upper East Region		
Job Role			
Role Overview:	The role is responsible for supporting rights holders, rights holders' organisations and partners to effectively engage and challenge rights violations and gather information on these rights violations to build AAG's perspectives for regional and national policy advocacy. It is also responsible for developing and testing innovations prior to proposing them as alternatives for replication		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		
Technical backstopping	<ul style="list-style-type: none"> • Deepen partners and communities understanding and appreciation of the operationalization of the Country Strategy Paper (CSP) • Build and sustain partnership and networking relationships with key stakeholders to influence policies and practices. • Strengthen capacity of rights holder organisations to engage government and local authorities on the mission objectives of the Region • Support to develop annual critical pathways to ensure that programme development and implementation is in line with the mission objectives of the Country Strategy Paper (CSP) • Contribute to Annual Plans and Budget by coordinating the processes at partners and community levels. • Identify, propose and pilot innovations to challenge dominant models that undermine people's rights in the region 		
Regional level advocacy	<ul style="list-style-type: none"> • Gather information to build AAG's perspective in regional priorities as they relate to the region for regional and national engagement. • Act to raise AAG's profile within the region through highlighting AAG's best practices at fora and other public events 		
Fundraising	<ul style="list-style-type: none"> • Identify key issues affecting mission objectives in the region for fundraising • Initiate/support to develop concept notes and proposals to raise funds and report on successful donor projects. • Support partners to effectively manage child sponsorship and local 		

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	community sponsorship in the region
Resource Management	<ul style="list-style-type: none"> • Ensure cost effectiveness in reviewing and recommending proposals, budgets and giving timely feedback on partners' reports. • Act to ensure timely reporting and documentation.
Monitoring, reporting and documentation	<ul style="list-style-type: none"> • Monitor partners' programmes and relationships to ensure they are compliant with AA quality programming mix and financial management procedures • Conduct regular visit to rights holders and their communities and document the changes (or not) identified • Submit reports on activities undertaken to meet CSP objectives <p>Ensure effective tracking of indicators</p>
Safeguarding obligation	<ul style="list-style-type: none"> • Abreast with all child protection and safeguarding regulations and comply with them. • Educate relevant stakeholders about AA's child protection and safeguarding policies as relevant. • Reports poor practice or potentially abusive behaviour to supervisor. • Ensure that parental consent is sought before taken any images or footage of children and explain the use to which they will be put.
Typical People Management Responsibility	
Internal Relations (Describe level and nature of contacts with AAG)	Country Leadership Team, Senior Management Team, all staff
External Relations (Describe level and nature of contacts outside AAG)	MMDAss, NGO Network, Rights Holders Organisations, partners
Responsibility for Assets (Describe types of assets directly handled or supervised)	The role has the responsibility of maintaining of AAG assets including computers
Person Specification	
Education & Certifications	At least a bachelor's degree in social sciences or relevant field with 3 years' experience
TECHNICAL (State core job knowledge/skills required for successful execution of the job)	<ul style="list-style-type: none"> Must have good knowledge and experience in monitoring & evaluation and child sponsorship work Must have good facilitation skills Must have a good knowledge of HRBA programming Must have effective verbal and written communication skill Must be computer literate and have skills and experience in research, advocacy and lobbying work

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<p>PERSONALITY (State core personal attributes required for successful execution of the job)</p>	<p>Excellent interpersonal skills, writing, presentation and negotiation skills, self-motivated and with an innovative mind-set, high learning ability, gender and children sensitivity, stress tolerance and good judgement.</p>
<p>Competency Profile</p>	
<p>Competency</p>	<p>What it looks like</p>
<p>Tact</p>	<p>Ability to handle conflict, confrontation, disagreement and delicate inter-personal situations in such a manner as to solve the problem and sustain positive relationships.</p>
<p>Emotionality</p>	<p>Ability to control anger, frustration, tension and nervousness, especially in conflict situations.</p>
<p>Reliability</p>	<p>Ability to keep to time and other commitments, deliver on commitments to others.</p>
<p>Change agent</p>	<p>Ability to challenge the status quo, promote and endorse change through words and action.</p>
<p>Listening</p>	<p>Ability to listen to the views and ideas of other people, especially those contrary to our own, without undue defensiveness.</p>
<p>Communication</p>	<p>Ability to write or speak in a manner that communicates the intended message without hurting other people.</p>