



Job Specification: Programme Officer

Department:	Programmes
Scale:	PSM2
Line managed by:	Country Director
Responsible for line managing:	N/A
Location:	Abuja/Maiduguri, Nigeria

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity.

People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

Job Purpose:

To provide support to grant management and grant administration, business development, representation and public relations as directed by the Country Director (CD). To produce funding proposals for approval as required by the CD and Programmes Department UK.

Job Description

Grant management; grant monitoring and reporting

- Provide day-to-day monitoring of grants, contracts and expenditures according to work plans agreed by the CD
- Support the CD to ensure that the country program objectives are achieved in regards to grant management and preparation of donor reporting.
- Provide timely and accurate information, analysis and reports on current grants and proposal status as required by CD and MAG UK office.
- Assist the programme in the monitoring of contracts and MoUs, and in monitoring the progress of projects conducted by grantees of MAG. As directed by the CD to provide relevant support to local grantees to ensure that contractual obligations can be fulfilled.

Business development, research, and donor relations

- Lead the drafting of high quality narratives for funding proposals and concept notes, conducting desk research and coordinating with other departments as necessary to prepare strong proposals;
- Develop log frames, work with the programme staff to develop indicators and set targets;
- Support the programme staff with project conceptualisation and project planning;
- Conduct desktop needs analysis research to feed into new business development ideas;
- Support relationship management with donors, partners, other humanitarian NGOs and other parties as required;
- Research donor priorities and strategies and assist the CD to align MAG's projects to donor priorities;
- Assist in the planning and hosting of programme visits by MAG staff, donors and partner agencies.

Information Management (IM)

- Develop and maintain systems for recording programme activities and outputs;
- Provide relevant materials, case studies, photographs, events and media contacts in line with MAG's corporate profile, identity and message as directed by the CD and in co-ordination with MAG UK office Communications Department;
- Establish appropriate internal reporting formats and ensure effective internal information flows.



- Work with IM department to make sure systems are fit for purpose and provide suggestions to ensure that the information management system meets donor reporting requirements

Other responsibilities: Coordination, Content Creation

- Represent MAG at coordination meetings such as the mine action sub-cluster, protection cluster, etc.;
- Analyse data and communicate lessons learnt internally;
- Develop and maintain systems for recording programme activities and outputs for donor reporting;
- Review case studies and other public relations content produced by communications team;
- Support and mentor programme/communications department staff as necessary;
- Liaise with MAG UK office to ensure that required general programme and country data is communicated effectively.

All International staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Experience of developing and supporting projects
- Experience of working overseas on development/humanitarian projects
- Able to undertake frequent travel within the country and region
- Ability and willingness to live and work in a potentially insecure and politically sensitive environment requiring diplomacy
- Cultural sensitivity

Essential Skills and Knowledge

- Project design and planning skills
- Proposal writing skills
- Report writing skills
- Research skills
- Commitment to humanitarian and capacity building principles
- Knowledge of international humanitarian development needs and related issues
- Ability to work to a budget
- Awareness of relevant security issues in project design
- Excellent organisational skills with the ability to coordinate activities
- Good literacy, numeracy and IT skills (e.g. Word/Excel)

- Ability and willingness to undertake routine administrative tasks

Essential Aptitude

- Innovative, creative and proactive with an analytical and solution-oriented approach
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to meet deadlines and work calmly under pressure
- Ability to represent and promote MAG
- Commitment to MAG's strategic direction and core values
- Self-motivated, flexible and enthusiastic approach to work
- Commitment to MAG's equal opportunities policy

Desirable

- Knowledge of relevant institutional donors with an understanding of their needs and requirements
- Understanding of legal issues in relation to contracts and charity and company law

Signed employee:	Date:
Signed manager:	Date:

May 2022