



PROGRAMME ASSISTANT

Duration One year Contract: One year

Reports: Senior Programme Management Officer

Ref No:021/2017

Summary of the position: reporting to the Senior Programme Management Officer, the Programme Assistant will provide programmatic and technical support in the Implementation of the PACJA programmes.

Key Responsibilities :

1. Support implementation of the programme strategies focusing on achievement of the following results:

- Assist in development and implementation of programme strategies, work plans including monitoring and evaluation plans.
- Collection, analysis and presentation of information needed for programme development and implementation.
- Assist in developing and implementing project communication strategies

2. Provide effective support to management of the programme focusing on the achievement of the following results:

- Track and report on programme implementation and funds utilization.
- Presentation of information for audit and evaluation of the projects.
- Assist in preparation, filing, compilation and dissemination of documents/materials relating to the programmes.

3. Provide administrative support to the programme department focusing on achievement of the following

- Provide logistics support for campaigns, events and project related forums.
- Maintain good communication with other units of the secretariat and with external counterparts at the working level.
- Assist in maintaining the programme / project profile at the Secretariat, including preparation of required budget revisions, creation of requisitions making budget check for requisitions for the

programme department

- Provide other daily administrative support to the programme department

4. Support knowledge building and knowledge sharing focusing on achievement of the following

- Participation in the trainings for the operations/ projects staff on programme issues.
- Contributions to knowledge networks and communities of practice.

5. Other relevant responsibilities as assigned by the Senior Programme Management Officer

Required Skills and Qualifications

- University Degree in any area relevant to Project Management, Social Sciences, etc
- Minimum of 2 years of relevant administrative or programme experience;
- Experience working with networks preferred.
- Good interpersonal and communication skills and team work spirit
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
- Punctuality, intellectual curiosity, willingness to take initiative, multi-tasking, and willingness to work under pressure to meet deadlines.
- Fluency in written and spoken English. Knowledge of French is desirable.