JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Programme Design &amp; Assessment Officer - Africa</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Africa Programme Development and Learning Manager,</td>
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<tr>
<td>Management Responsibilities</td>
<td>Functional supervision of M&amp;E staff in country; (occasionally) management of external consultants</td>
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<tr>
<td>Job location</td>
<td>London</td>
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<tr>
<td>Grade</td>
<td>Grade 3</td>
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<tr>
<td>Contract Duration</td>
<td>Permanent</td>
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<td>Employment Status</td>
<td>As it is unlikely that we will be able to obtain a Work Permit for this role, all job applicants must already have the right to work in the UK</td>
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Job Purpose

The purpose of this position is to provide high quality support to Alert Country Offices in Africa for programme and project design, to secure new funding opportunities. This includes supporting growth/consolidation of our existing programmes and helping to initiate new business. The post holder will also monitor and improve quality and impact of programme delivery across the Africa Programme (AP) through supporting better DM&E.

Duties and Responsibilities

BUSINESS DEVELOPMENT - Support Country Offices and the overall AP in building a healthy and sustainable funding portfolio

- Participate in the development and updates of country fundraising strategies in line with AP and country strategies and business plans
- Support the diversification of funding portfolios through a) tracking donors, commercial contractors, partnership and consultancy opportunities and b) direct donor engagement in coordination with country teams and other Alert departments
- Support the Africa Programme in the efficient delivery and management of commercial consultancies.
- Proactively contribute to/lead the development and submission of high-quality proposals through project ideas, direct involvement in writing (narratives, log frames and budgets), capacity building of in-country staff
- Assist with/lead negotiations with donors and clients on proposal content and contracts
- Advise on compliance with contractual agreements specifically in relation to reporting and evaluations

QUALITY ASSURANCE - Support Country Offices and the overall AP in strengthening their Design, Monitoring & Evaluation (DM&E) systems and in applying learning and best practices

- Contribute to country/AP strategy development and business planning based on
evidence-based learning from Alert programmes and PB sector best practices
• Provide technical advice on DM&E systems and frameworks and regular
  backstopping to in-country DM&E focal points
• Build knowledge and skills on DM&E through trainings to in-country staff and sharing
  best practices in coordination with Alert DM&E Coordinator
• Support quality of project inception and close out phases, including review of selected
  donor reports
• Support management and coordination of internal and external evaluations
• Contribute to generating and sharing learning among AP country programmes and
  other Alert thematic and geographical units

COORDINATION - Contribute to Alert’s systems, best practice and learning
• Play a proactive role as a member of the Programme Design, Assessment and
  Fundraising (PDFA) team in London
• Contribute to Alert-wide communications, knowledge management and coordination
  about donor’s intelligence and engagement, cross-organisational programming, and
  evaluations
• Work jointly on cross-organisation DM&E initiatives and learning processes
• Contribute to systematic update of information in Alert’s databases
• Undertake other tasks reasonably expected of her/him.

Travel requirements
The post holder will be expected to travel to the regions of Alert’s work 4-6 times per year,
usually for 1-2 weeks at a time; and also occasional travel to visit donor offices, most likely
trips of 1-2 days, within Europe.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Talents

At Alert, we have introduced Talent Management to our business model as we believe talented
people are crucial to the success of our work. We believe all individuals are talented and
success comes in matching the right talents to the right roles. For this role, the skills,
qualifications and experience listed below are important, but we believe that to be great in this
job you are likely, first and foremost, to have a talent for

(i) logical thinking which supports the translation of complex ideas into practical programme
proposals.

(ii) collaboration and teamwork that builds on colleagues’ knowledge and expertise to maximise
learning, strengthen programme teams’ skills and confidence and improve the quality of Alert’s
programming

(iii) pursuing new business opportunities with an entrepreneurial spirit and determination

A relevant university degree
Experience of designing project proposals for successful submission to donors, including
narrative, log frames and budgets
Experience of tracking donor trends and opportunities, and matching these with project ideas
Experience of negotiating contracts with donors including commercial contracting and
consultancies
Theoretical and practical expertise on DM&E with demonstrable skills in strategic and detailed
thinking
Experience of implementing programmes in the field – ideally in Africa Great Lakes
Knowledge of peacebuilding and/or international development
Excellent English writing skills and the ability to analyse and present a cogent argument both in writing and orally
Very good command of spoken and written French
A collaborative team player, willing to lend a hand and go the extra mile
A self-starter with initiative and the ability to work alone when necessary
An eye for detail and accuracy and an ability to balance competing demands

DESIRABLE REQUIREMENTS
Master’s degree
Experience of designing large projects implemented through a consortium or partnership
Experience of building relationships and networking with donors
Experience of obtaining funds from trusts and foundations
Experience of developing projects and assignments funded through commercial agreements
Experience of obtaining funds from corporates and private sector
Has held a project management role
Has worked on policy advocacy programmes

Summary Terms and Conditions

| Pension | After the successful completion of six months in employment, the post-holder becomes eligible for Alert pension rights, backdated to the start of employment at Alert. Pension contributions are paid into a personal pension of the employee’s choice and are currently equivalent to 10% of gross salary. |
| Leave entitlement | 25 days per year plus statutory holidays. |
| Notice period | There will be an initial six-month probationary period during which notice will be one month on either side. On successful completion of the probationary period notice will be three months on either side |
| Working hours | Full time staff in the UK are expected to work a standard 35-hour week, with some flexibility around start and finish times to be agreed with the line manager. All staff are required to work core hours 10:00am – 4:00pm. Different working hours may apply in field offices. |
| Sport’s club membership | Staff can take advantage of subsidised membership of a local sports club. |