JOB DESCRIPTION

Job Title | Senior Programme Design & Assessment Officer - Africa
Reports to | Africa Programme Development and Learning Manager
Management Responsibilities | Functional supervision of Monitoring & Evaluation (M&E) staff in country; (occasionally) management of external consultants
Job location | London
Grade | Grade 3
Contract Duration | Permanent

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 and consolidation of our existing programmes and helping to initiate new business. Also, to monitor and improve quality and impact of programme delivery across the Africa Programme (AP) through supporting better Design Monitoring & Evaluation (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 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 Peacebuilding 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 Programme Quality and Learning Adviser;
• 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

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<th>Talents</th>
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<td>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:</td>
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<td>(i) logical thinking which supports the translation of complex ideas into practical programme proposals.</td>
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<td>(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.</td>
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<td>iii) pursuing new business opportunities with an entrepreneurial spirit and determination.</td>
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| 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

Knowledge of conflict dynamics in the 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

Experience of implementing programmes in the field – ideally in Africa Great Lakes

Has held a project management role

Has worked on policy advocacy programmes

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**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.

**Sport’s club membership**

Staff can take advantage of subsidised membership of a local sports club after completion of probation.