JOB DESCRIPTION

Job Title: Programme Officer, Caucasus
Reports to: Caucasus Regional Director
Management Responsibility: None
Job location: London
Grade: 4
Contract Duration: 12 months, 0.8 FTE
Employment Status: 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.

Job Purpose
Job purpose: Provide project implementation within the Caucasus programme, including grants management, events management, monitoring and evaluation, reporting, financial and administrative support. Contribute to new project design. While this post will be shared across the Caucasus programme, particular focus will be given to our work addressing the Nagorny Karabakh conflict.

Duties and Responsibilities

1. Project implementation
   In consultation with Caucasus Regional Manager and other senior staff:
   • Lead on the development and implementation of particular activities and strategies within projects.
   • Develop effective relationships with a wide range of partners, establishing a positive and mutually supportive professional working relationship, including capacity-building.
   • Be responsible for organisational aspects of project events including all aspects of the programme, ensuring smooth behind-the-scenes running of events contributing towards a positive working atmosphere. This includes working with the Financial & Admin Assistant to ensure budgeting and logistics are done according to procurement guidelines.
   • Participate in research and analysis on topics of interest.
   • Provide general administrative support to senior project staff and consultants as required.
   • Supervise volunteers and interns when requested.

2. Grant management
   Work with other members of the team to:
   • Monitor project expenditure and forecasts, adjusting forecasts against expenditure, ensuring a project balance and raising any critical issues arising in a timely manner with finance officer/regional manager.
   • Act as point of contact for grants audits.
   • Administer sub-grants to partners as allowed for within project budgets, ensuring compliance with internal Alert financial systems and donor requirements. This involves drawing up agreements (Contracts, Terms of Reference budgets, reporting templates) with field-based partners and consultants; processing quarterly financial and narrative reports; monitoring expenditure in accordance with the contract.
   • Draft narrative and financial reports for donor, ensuring clarity, accuracy, accountability and alignment with donor contract requirements.
• Maintain grant management files, ensuring all relevant project and financial documentation is kept according to high standards and requirements of donors.

3. Programme Design, Monitoring and Evaluation, Fundraising
Work with regional manager and the PDFA team to:
• Participate in drafting of fundraising proposals, including budgets
• Implement M&E plans for projects, including supporting partners to collect M&E data, processing data, drafting reports etc.
• Compile and analyse monitoring data from partner activities and preparing and sharing monitoring reports demonstrating impact
• Participate in the conceptualisation of new ideas – through strategy meetings, discussions with partners and project staff.

4. Communications
Work with the communications team and project staff to:
• Contribute towards the implementation of the project communications strategy as agreed. Contribute to social media strategy for external communications.
• Coordinate process of translation / editing / proofreading of English and/or Russian texts for publication.
• Provide written translation support where required (Russian to/from English).

5. Team work & knowledge management
• Contribute to positive atmosphere conducive to team working and information exchange and mutual support within the Caucasus Team, including providing minimal cover for other staff during absences and offering help to other projects at times of high demand.
• Maintain project and programme calendars, contact networks and databases, keep the file sharing system up-to-date.
• Participate in team and organisational development processes and working groups, as agreed with line manager
• Promote knowledge of the work of the Caucasus programme within the organisation and encourage sharing across different programmes.
• Any other tasks as may be reasonably required.

Travel requirements
Quarterly to the region or as necessary; some travel within Europe.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

| Degree in a relevant subject or demonstrable equivalent experience |
| 3-5 years’ experience of administering grants, budgeting, financial/narrative reporting and M&E within an INGO environment |
| Familiarity with donor compliance requirements, particularly the EU and USAID |
| Experience of reporting on projects, both in narrative and financial formats |
| Meticulous attention to detail, particularly in regards of financial data management and project planning |
| Experience of organising events, logistics, etc. |
| Fluent English and working level of the Russian language |
| Good interpersonal and networking skills, including the ability to work in teams (both person-to-person and long-distance) in a multicultural environment; adaptability and patience |
| Computer literate with a good command of Excel, Word and PowerPoint |
| Self-motivated, pro-active and able both to prioritise, multi-task and respond to urgent issues as they arise |
Is non-judgemental, able to remain impartial, and understand different perspectives
Is sensitive to the needs of colleagues, partners, and beneficiaries and can put their needs first
Takes pride in the quality of their work

### DESIRABLE REQUIREMENTS

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<th>Requirement</th>
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<tr>
<td>Experience of writing concept notes and funding proposals including devising a project budget and fitting it to donor budgeting systems</td>
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<td>First-hand experience of the post-Soviet societies</td>
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<td>Has worked in diverse teams and/or has lived and worked in different cultural contexts</td>
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<td>Can design good project ideas with clear change goals</td>
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