

<b>JOB TITLE:</b>	CLGF Programme Officer (Southern Africa)
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<b>Reporting to:</b>	Regional Programme Manager (Southern Africa)
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### **PURPOSE OF JOB**

Reporting to the Regional Programme Manager (Southern Africa) and working closely with the Programme and Policy Team, the CLGF Programme Officer (Southern Africa) will be responsible for:

- a) Coordinating the successful planning, delivery, monitoring and dissemination of CLGF projects in Southern Africa;
- b) Contributing to the development and maintenance of effective relationships with programme local implementing partners primarily local and central government in the Southern Africa region; and
- c) Promoting good communication of ideas across the region and for developing knowledge materials based on project outcomes;
- d) Represent the organisation and undertake duties assigned by CLGF HQ from time to time.

### **MAIN DUTIES**

**a) Programme management:**

- i. Provide on-going project monitoring, evaluation and reporting against the DFID programme implementation plan, individual project documents and budget;
- ii. Facilitate financial transfers to project partners and monitor project spending, including any co-funding in close coordination with the Regional Programme Manager and the Finance Director;
- iii. Coordinate and mobilize technical assistance and capacity building for CLGF programme implementing partners;
- iv. Contribute to the development of annual project plans and budgets, and provide guidance to ensure the achievement of programme annual targets;
- v. Monitor project progress against agreed targets and performance indicators; and
- vi. Support overall programme administration.

**b) Programme Communication and Knowledge sharing:**

- i. Contribute to the development of communications materials to inform stakeholders and the public of key programme activities and results in line with the programme communications strategy ;
- ii. Identify key lessons learned from the projects and maximise the dissemination opportunities, working closely with the programme and policy team;
- iii. Organise events and activities essential to the delivery of the project; and
- iv. Assist in communicating progress, risks, expectations, timelines, milestones and other key project metrics to project partners.

**c) Contributing to the development and maintenance of effective relationships with partners:**

- i. Develop, expand and maintain effective and efficient (local) networks with relevant stakeholders;
- ii. Liaise with the local DFID offices in the region and other development partners to raise awareness of CLGF's work and to identify opportunities for greater coordination and partnership; and

- iii. Establish and strengthen strategic and program-relevant partnerships at all levels, promoting work with national and regional and global coalitions and networks, adopting a proactive approach to achieve joint and sustainable results.

**d) Representing the organisation and undertaking duties assigned by HQ from time to time:**

- i Assist in the preparation and implementation of CLGF policy events/meetings, including the CLGF biennial conference;
- ii Represent and promote the CLGF at relevant events across Africa as assigned;
- iii Maintain a good overview of current affairs and political developments particularly relating to local government in the region; and
- iv To undertake such other tasks and responsibilities as may reasonably be required.

**Education and Experience**

- Bachelor's degree in Social Sciences, Town Planning, Public Administration or other related fields to the project.
- A master's degree is an added advantage
- At least 5 years professional experience, preferably relating to project management, particularly within the local government, international development or voluntary sector.
- Experience of identifying funding opportunities, building relationships with donors and preparing applications.
- Experience of working on DFID or EC funded projects would be an added advantage.
- Experience in project management, implementation, monitoring and evaluation and the use of project management tools;
- Experience of budgeting and financial management, preferably in an international context;
- Effective analytical skills and good presentation of performance information to evaluate achievements

**Knowledge and understanding:**

- i Understanding of the Commonwealth and international institutions;
- ii Knowledge and experience of local economic development an added advantage;
- iii Understanding of local government and development policies regarding public sector/local government reforms, especially in the Southern African region;
- iv Excellent interpersonal skills, political awareness and sensitivity, and high standards of ethics and personal conduct;
- v Excellent written and oral communication skills; and
- vi Good knowledge of Microsoft Office.
- vii Knowledge of, and relevant experience, working in Southern Africa, ideally together with international experience.

**General**

- Ability to work independently and within a small team.
- Sensitive to working in a multi-cultural environment.
- Ability to work effectively in a sensitive political environment.
- Able to be a good ambassador for CLGF and its work.
- Willingness to travel within the Southern Africa region and internationally when required.