



JOB TITLE:	CLGF REGIONAL PROGRAMME OFFICER (WEST AFRICA)
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Reporting to:	Deputy Secretary-General
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PURPOSE OF JOB

Reporting to the Deputy Secretary-General

- a) Coordinate the successful planning, delivery and monitoring of CLGF's West African programme.
- b) As the main CLGF point of contact in the region, develop and maintain effective relationships with Board members, local partners (primarily local and central government), DFID, the EU and other development partners
- c) Identify opportunities for funding leverage in the region, and work closely with other members of the programme and policy team to secure new sources of funding.
- d) To undertake other functions as may reasonably be required.

MAIN DUTIES

Project Management

Within parameters set by the Deputy Secretary-General

CLGF Regional Programme

Be responsible for the coordination and implementation of CLGF's DFID funded regional programme in West Africa, and for helping to leverage additional resources to strengthen and expand CLGF's work in the region.

- a) Coordinate the successful planning, implementation and monitoring of CLGF's West African Programme.
- b) Oversee projects in line with the agreed workplan.
- c) Develop the budget in close cooperation with CLGF's Finance Manager.
- d) Oversee the day to day finances relating to the programme, and provide regular (quarterly) financial reports to the DSG and the Finance Manager.
- e) Provide a quarterly progress report to CLGF as part of the reporting process to DFID and the EU, and contribute to the annual report to DFID, the EU, and any other projects running in the region as appropriate.
- f) Liaise regularly with development partners (including DFID, the EU and GIZ among others) to raise awareness of CLGF's work and to identify opportunities for greater coordination and partnership.
- g) Identify opportunities for leveraging additional resources for programme activities via members and other development partners in the region.

- h) Support new funding opportunities and proposal development, and assist in negotiating their agreement with development partners.
- i) Maintain and develop a work programme which ensures that additional funding leveraged fits in with the agreed strategy and to ensure, in consultation with other project management staff, that the office has the necessary resources (human and technical) to implement.
- j) Work closely with and seek to respond to the priorities of CLGF Board Members in the region. Ensure that they are fully aware of project activities, that they are engaged in key decision making and provide materials for them to actively promote the programme in the region and beyond.
- k) Maintain links and share information with other regional programme managers and the CLGF HQ, with a particular focus on identifying and sharing relevant case studies of good practice, information on development partner priorities, and identifying research needs.
- l) Liaise with the CLGF team at HQ and local partners to agree research opportunities, support and strengthen CLGF's advocacy work and contribute to CLGF's knowledge management activities
- m) Monitor political developments in the region and provide advice and guidance to CLGF to enable it to strengthen its advocacy strategy and where necessary to keep the Commonwealth/CMAG and other partners informed about key developments affecting local democracy and local government in the region.
- n) Ensure adherence to the CLGF-NALAG MOU and work collaboratively with NALAG/Ghana partners to develop and deliver programmes as appropriate

General

- a) Assist in the preparation and implementation of CLGF policy events/meetings, including the CLGF biennial conference.
- b) Represent and promote the CLGF at relevant events across West Africa
- c) Maintain a good overview of current affairs and political developments particularly relating to local government across the Commonwealth.
- d) To undertake such other tasks and responsibilities as may reasonably be required.

PERSON SPECIFICATION

Education/experience

University/equivalent qualification/relevant work experience and preferably a post-graduate qualification

At least 6 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.

Knowledge of, or relevant experience working in West Africa.

Knowledge and understanding

1. Good project/programme coordination and management skills, maintain excellent communications with project partners and other team members, manage information effectively, organise a diverse workload and work well under pressure.
2. Ability to act on own, but also to work collaboratively as part of a small team, showing initiative and maintaining high quality outputs within set deadlines and targets.
3. Experience in programme implementation, monitoring and evaluation and management and the use of project management tools.
4. Experience of financial management, preferably in an international context.
5. Good analytical skills and an understanding of using performance information to evaluate achievements.
6. Understanding of the Commonwealth and international institutions.
7. Understanding of local government and development policies regarding public sector/local government reforms, especially in Commonwealth countries.
8. Excellent interpersonal skills, political awareness and sensitivity, and high standards of ethics and personal conduct.
9. Excellent written and oral communication skills.
10. Good knowledge of Microsoft office.

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 region and overseas

Have the right to work or a work permit to work in Ghana where the project office is based.