



JOB TITLE:	Project Officer
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Reporting to:	Head of Programmes
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PURPOSE OF THE ROLE

The Project Officer provides project management and administrative support to the Head of Programmes and the Programmes Team. The role is responsible for supporting the effective delivery, monitoring, reporting, and financial management of programmes, with a particular focus on the EU-funded SGA4 project. The Project Officer also contributes to revenue mobilisation, monitoring and evaluation, and organisational communications related to project activities.

KEY RESPONSIBILITIES

Project Management & Programme Support

- Provide day-to-day project management support to the Head of Programmes and the Programmes Team.
- Work collaboratively with the Programmes Team to agree and support annual work plans, budgets, and cashflow management for the SGA4 project.
- Participate in the preparation and delivery of project-related activities, including overseas travel where required.
- Support the successful delivery of organisational events and activities, such as the Commonwealth Local Government Conference, as requested.

Financial Management & Compliance

- Administer and monitor all programme acquittals for the EU-funded SGA4 project.
- Support the timely preparation, processing, and submission of financial acquittals in line with agreed deadlines.
- Maintain accurate and comprehensive filing systems for all reports, acquittals, and supporting documentation, ensuring compliance with EU guidelines and donor requirements.

Reporting

- Support the preparation of narrative and financial reports for SGA4 in collaboration with programme colleagues.
- Ensure reporting documentation is accurate, complete, and submitted on time.

Revenue mobilisation

- Support the preparation and development of new funding bids and proposals.

- Assist the Programmes Team in identifying and securing new project funding opportunities.

Monitoring, Evaluation & Learning (M&E)

- Contribute to monitoring and evaluation activities to support effective programme delivery and learning.
- Assist in tracking progress against project objectives, outputs, and outcomes.

Communications

- Contribute to organisational communications that promote projects and programme achievements, with a specific focus on highlighting the impact and outcomes of the SGA4 project.

PERSON SPECIFICATION

Qualifications

- Bachelor's degree in Development Studies, International Development, Public Administration, Local Government, Political Science, or a closely related field; or equivalent professional experience.
- Relevant professional training in project management, donor compliance, monitoring and evaluation, or public sector governance is desirable.

Essential Skills & Experience

- At least three years' demonstrable experience supporting development programmes or projects, ideally within international development, governance, or local government contexts.
- Understanding of local government systems, decentralisation, or public sector institutions, particularly in low- and middle-income countries.
- Experience working on or supporting donor-funded projects, ideally EU, including financial administration, reporting, and compliance.
- Strong organisational skills, with the ability to manage multiple workstreams and deadlines with a high level of accuracy.
- Experience contributing to narrative and financial reports for donors or stakeholders.
- Knowledge of, or strong interest in, development policy, local governance, and capacity-building approaches.
- Excellent written and verbal communication skills, with the ability to work collaboratively across teams and with external partners.
- High level of attention to detail and strong record-keeping skills.

Desirable Skills & Experience

- Experience working with EU-funded projects or similar donor compliance frameworks.
- Knowledge of monitoring and evaluation principles and tools.
- Experience supporting funding proposals or grant applications.
- Willingness and ability to travel internationally when required.

Personal Attributes

- Highly organised and proactive.
- Able to work independently while knowing when to seek guidance.
- Flexible and adaptable in a dynamic project environment.
- Committed to high standards of accountability, transparency, and professionalism.