

Job description: Programme Officer, Central African Republic

Job Title: Programme Officer, Central African Republic

Location: Bangui, with regular travel to Bossangoa and Paoua

Reporting to: Programme Director

Duration: fixed term contract from April 2019 to June 2020

Salary: \$1,630 per month, plus 19% employer contribution to CNSS, 2% employer contribution to ACFPE, 9% of employer pension contribution and medical insurance

Conciliation Resources

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond.

Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts. We make peace possible.

Conciliation Resources has been working to build peace for 25 years, and currently operates in eight global regions, with a staff team based mainly in the UK, of over 60 people from different countries and cultural backgrounds. Central to our work is our approach to partnership – we currently work with over 70 partners around the world.

General Criteria

Conciliation Resources' core values of Collaboration, Creativity, Challenge and Commitment underpin everything we do, and staff are expected to apply these values to their work and in their interactions with others. In addition, we foster an internal environment of transparency, mutual respect, integrity and professional discretion.

Conciliation Resources has been working towards the non-violent end to conflict in the East and Central Africa region, in particular Uganda, South Sudan and the Democratic Republic of Congo (DRC) since 2006. Since 2010, we have been working in the Central African Republic (CAR), supporting civil society and community actors in conflict resolution and peacebuilding that is sustainable and meets the needs of conflict-affected communities. In CAR, Conciliation Resources has supported the Interfaith Platform to set up their Secretariat and has been supporting community-led peacebuilding through 12 Local Peace Cells (LPCs) in Bangui, Bria, Carnot and Ndele since 2014.

Conciliation Resources has recently launched a new project in CAR, promoting youth participation in peacebuilding in Bossangoa and Paoua. The project is funded by the UN Peacebuilding Fund and implemented in partnership with War Child UK and the civil society organisations Femme Homme Action Plus (FHAP) and Association pour l'Action Humanitaire en Centrafrique (AAHC).

Job purpose

The Programme Officer provides project, administrative and logistical support necessary for the implementation of the East and Central Africa programme's work in the Central African Republic. The post holder plays a key role in liaising with partners across the areas in which we work, and in managing programme events and information. They support consults and volunteers working with the team. The Programme Officer is based in Bangui and undertakes regular travel to Bossangoa and Paoua. The Programme Officer reports to the Programme Director of the East and Central Africa team, based in London, and works alongside a Project Manager and a Programme Officer (all three

London-based) and a Bangui-based Finance Officer.

Specific responsibilities and tasks

a. Strategic and operational planning

Contribute to the East and Central Africa programme's strategic and operational planning processes, including participation in the annual planning cycle and monitoring and evaluation processes, through participating in meetings, and assisting with the preparation and submission of completed annual plans.

Participate in team and other internal meetings or working groups.

b. Programme management and partner support

Provide logistical, financial and administrative support to programmes of the full range of activities undertaken by the programme, including arranging travel, visas, accommodation and other tasks required to organise meetings and workshops. Prepare event materials, participant packages and equipment; participate in events, take notes and produce reports of events where needed.

Assist the Programme Director and other team members in producing and regularly updating project management documentation, including Partnership Agreements, workplans, budgets, transfer schedules, financial and narrative reporting forms, consultant contracts and associated Terms of Reference.

Provide support and advice to partner organisations (in person, by phone/Skype and by email) implementing activities that support programme outcomes.

Support the programme with specific research projects, conducting desk research related to programme activities and ad hoc research for fundraising proposals.

Keep informed of political, social, economic and security developments within and affecting Ouham and Ouham Pende prefectures and the wider Central African Republic.

Support the monitoring, evaluation and reporting of the programme, including collecting data from programme partners and contributing to regular narrative reports on activities and impact (donor reports and quarterly reports to the Executive Management Team and Board).

Draft contracts for consultants and other service providers, and supervise occasional volunteers and consultants as required, including ensuring that consultants and volunteers adhere to Conciliation Resources' security and safeguarding policy and guidelines when working and travelling in all regions.

As requested support additional programme or department meetings including participating in and support information sharing meetings with relevant teams across Conciliation Resources.

Participate in monthly line management meetings and regular performance appraisals, and keep BreatheHR information system up to date.

Comply with internal information management systems, including entering data on the Monitoring and Reporting System (MaRS) to ensure we are monitoring our activity and impact. Handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies. Input contacts and information onto our databases, helping to maintain efficient electronic and paper filing systems, and organisation-wide administrative systems.

c. Policy and analysis

Support learning in relation to the programme's work, to enhance the effectiveness and impact of the programme, develop Conciliation Resources' practice and help communicate impact and lessons.

Engage in programme and organisational learning, through programme reviews, regular monitoring and evaluation at key points, as well as contributing remotely to organisation learning events (including short downloads, brownbag lunches, organisational retreats and other activities).

d. Representation and networking

Work with our Communications team and the Programme Director to develop communications material related to Conciliation Resources work, including updating relevant programme and impact sections of the Conciliation Resources website and the intranet.

Contribute to Conciliation Resources' information systems: updating relevant programme and impact sections of the Conciliation Resources website (in liaison with the Communications Manager) and intranet (the Hub); uploading photographs to the electronic photo library, entering information into Conciliation Resources' Contacts Database, and handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.

Collate, draft text for reports and proof-read reports and publications.

e. Financial management and fundraising

Support the Finance Officer in the timely and accurate processing of financial transactions for the programme. Prepare and process financial trip reports, transfer requests, travel advance requests and other programme expenditure documents, ensuring appropriate coding and in liaison with the London-based Finance team.

Develop and maintain a programme-wide calendar of reporting deadlines, log, file and acknowledge receipt of partner narrative reports.

Support the Programme Director and Finance Officer with programmatic financial management including monitoring and ensuring appropriate sign off of expenditure.

Support programme and cross-programmes fundraising efforts when requested by the Programme Director or Director of Programmes, including coordinating input and editing financial and narrative submissions, drafting budgets and narrative text.

f. Personnel management

Ensure they and consultants adhere to Conciliation Resources' security and safeguarding policies and guidelines when working, and particularly when travelling to Bossangoa and Paoua. Be mindful of and plan around the security implications for partners of engaging with Conciliation Resources.

g. Other

Perform additional tasks, consistent with the skills and expertise of the post-holder, as requested by the Programme Director or Director of Programmes.

Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources' Code of Conduct.

Person specification

Essential knowledge, skills and experience

- Experience of working in an administrative and support position to a team.
- Strong organisational skills including planning, developing, implementing and maintaining administrative systems.
- Understanding of and interest in peacebuilding and conflict transformation processes.
- Knowledge of and interest in political, social and economic dynamics in CAR, in particular the project areas Bossangoa and Paoua
- Experience of working with databases, handling diverse sources of information and maintaining accessible filing systems.
- Experience of supporting monitoring, evaluation and reporting of projects.
- Experience of revising and contributing to the drafting of substantive reports.
- Experience of undertaking supervised research work.
- Experience of working in a multi-cultural environment.
- Experience supporting financial management including experience preparing budgets, monitoring organisational and partner expenditure and supporting financial reporting.
- Experience of supporting partners on the successful joint delivery of work.
- Excellent verbal and written communication skills in English and French.
- Willingness to work irregular hours occasionally and to undertake national and international travel.
- Strong commitment to, and experience of, team and cross-organisational working.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Graduate study or local equivalent or equivalent by experience in conflict resolution, international relations, development studies, international humanitarian law, peace and security.
- Ability and willingness to travel to Bossangoa and Paoua, and experience of hostile environment training or willingness to undertake hostile environment training.
- Fluent written and spoken English and French.
- Excellent working knowledge of Microsoft Office software packages, databases, email, internet.

Desirable knowledge, skills and experience

- Spoken or written Sango