

## JOB PROFILE

### SECTION A: JOB TITLE

A.1 JOB IDENTIFICATION	
1. Job Title	Programmes Officer
2. Job Grade	

A.2 LOCATION OF POSITION	
Division	Programmes
Department	Programmes

A.3 REPORTING LINE	
<b>Immediate Supervisor</b>	
Country Manager	
<b>Number of Direct Report(s)</b>	
N/A	
<b>Number of In-Direct Report(s)</b>	
N/A	

## SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POSITION

### B.0 PREAMBLE

The Southern Africa Trust is committed to fostering a workplace that upholds feminist principles, values and ethos, and intersectional approaches in all our systems internally and our work externally. All staff and Board members strive to demonstrate these values and principles as articulated in our strategy and in the ways of working and relating, internally and externally.

### B.1 JOB PURPOSE

The Programme Officer provides programme and administrative support to the country programme, working with internal and external stakeholders to deliver required long term, developmental programmes and plans for addressing poverty, inequality and suffering.

### B.2 DUTIES OF THE POSITION

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
1.	<b>Programme Design, Planning and Implementation</b>	<ul style="list-style-type: none"> <li>• Contributes to the development and implementation of a country and regional strategy and their integration to programmatic and operational aspects.</li> <li>• Supports the development of policies, procedures and systems and supporting compliance to these as well as to national legislation</li> <li>• Designs programmes and projects, and lead implementation through executing programme activities, coordinating with various teams and stakeholders to ensure smooth programme operations.</li> <li>• Monitors programme progress against established milestones and deliverables by tracking key performance indicators.</li> <li>• Supports the development programme relations with government, national and international partners.</li> <li>• Identifies and implements approaches to achieve programme targets</li> <li>• Conducts programme monitoring, evaluation, research and recording and sharing learning.</li> <li>• Supports adherence to funding agreements and reporting.</li> <li>• Develops and maintains a central filing system for all critical programme documents, hard and soft copy.</li> <li>• Responds to country and regional program queries on behalf of Trust.</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of programme strategy</li> <li>• Increased impact of the Trust's engagement in Zimbabwe and Zambia</li> <li>• Good information management and knowledge sharing</li> <li>• Adheres to legislative an internal framework</li> </ul>	<b>30%</b>

		<ul style="list-style-type: none"><li>• Writes programme reports, minutes of meetings and ensuring decisions are followed through.</li><li>• Organises the Trust's events in country and regionally.</li></ul>		
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NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
2.	<b>Partnerships development and maintenance</b>	<ul style="list-style-type: none"> <li>• Supports partnership relationships among and outside the existing Southern Africa Trust networks in Zimbabwe and Zambia.</li> <li>• Completes the administrative requirements for designing proposals, creating and managing negotiation positions, including creating and reviewing contracts and grants while mitigating the Trust's risk.</li> <li>• Provides administrative support to grant management.</li> <li>• Develops systems and processes for partnerships and grant management.</li> <li>• Creates partner documentation, ensuring its availability, regular updating and safe filing of hard and soft copies</li> <li>• Provides capacity building support to the Trust's staff in understanding and supporting Zimbabwean and Zambian partnerships contextually.</li> <li>• Finds and shares information on the economy, partners and other stakeholders <ul style="list-style-type: none"> <li>• Supports donors and strategic partner relationships cultivation and engagement including facilitating business and partnership continuation initiatives anticipating their needs and providing relevant up to date information and responses.</li> <li>• Keeps self and others up to date on changes and trends in partnerships trends and activities.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Increased number partnerships and total grant size for Zimbabwe and Zambia</li> <li>• Good grant management and reporting by partners</li> <li>• Quality of information shared and its impact on strengthening the Trust's strategies and impact.</li> </ul>	<b>20%</b>

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
3.	<b>Resource Mobilisation</b>	<ul style="list-style-type: none"> <li>• Supports liaison with the private sector, public constituencies, and government to mobilise resources for addressing poverty, inequality and human rights development</li> <li>• Ensures all relevant partner documents are available, regularly updated and safely filed</li> <li>• Have an understanding of the economic and donor environments to maximise on opportunities while mitigating legal risks</li> <li>• Carries out market and partner analysis for resource mobilisation</li> <li>• Donor tracking to support the programme to respond to announcement promptly</li> <li>• Develops proposals, collating supporting documents and information and ensuring others give input with the proposals meeting donor requirements and timely submission</li> <li>• Designs reports and processes to ensure that the Trust receives timely and relevant information on fundraising, resource mobilisation, and partnership.</li> <li>• Supports the compilation of fundraising, resource mobilisation, and partnership reports</li> <li>• Engages with the Resource Mobilisation and Partnerships Officer at regional office to strengthen country processes</li> <li>• Develops relationships with consulting and representing the Trust to donors, local and national government authorities, organisational partners and collaborators, other INGOs and the local networks to create a positive profile for the organisation within the country as delegated.</li> <li>• Attends sector functions, such as association events and conferences, and the collection of feedback and information on market and trends as delegated by the Country Manager.</li> <li>• Supports the development of branding, promotional and information materials for the Trust.</li> </ul>	<ul style="list-style-type: none"> <li>• Record management is exceptionally good</li> <li>• The country programme is funded sustainably</li> <li>• Timely reporting on resourcing of civil society organisations in Zimbabwe and their stories on impact</li> <li>• Growth in pipeline and associated outreach from funders, like minded organisations and government for partnering</li> </ul>	<b>20%</b>

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
4.	<b>Country Office Operational Management and Reporting</b>	<ul style="list-style-type: none"> <li>• Supports the development of country operational plans, monitoring reports and lessons learnt relating to Zimbabwe.</li> <li>• Supports budget preparation, budget tracking, expense monitoring, and financial reporting</li> <li>• Works with Financial and Operations teams to ensure financial and operational procedures are adhered to, relevant payments are made and reporting for Zimbabwe and Zambia.</li> <li>• Ensures the Zimbabwe and Zambia programme team get the necessary resources for effective programme delivery.</li> <li>• Creates country reports according to the Trust's reporting cycles requirements.</li> <li>• Contributes to the development of the Zimbabwe and Zambia annual reports and providing relevant content to the development of the Trust's annual report and other reports.</li> <li>• Supports the management of programme contracts and vendor relationships.</li> <li>• Facilitates effective communication and collaboration among project teams, stakeholders, and partners.</li> <li>• Prepares briefing materials necessary for Country Manager and others to use on official trips and key strategic meetings.</li> <li>• Supports a positive and conducive working environment for all staff and partners.</li> <li>• Works according to the Trust's Core Values</li> </ul>	<ul style="list-style-type: none"> <li>• Effective programme administration</li> <li>• Financial and operational compliance</li> <li>• Timely and accurate reporting</li> </ul>	<b>25%</b>

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

### B.3 AUTHORITY OF THE POST

This outlines the authority the jobholder has to make decisions or to take independent action without reference to a superior. Limits of authority are included in the delegation of authority (DoA)

- Recommendation of appropriate course of action to the Country Manager, Zimbabwe and Zambia
- Administration of resources allocated to the jobholder in line with organisational policies and Zimbabwe/ Zambia budgets
- Compliance and understanding of legislation and national policies that have a bearing on **poverty, inequality and human rights development** with specific reference to:
  - Development organisations and their establishment and operation
  - Financial management and reporting
  - Women empowerment
  - Youth development
  - Gender justice
  - Climate change regulations
  - Value for money
  - Innovation
  - Risk taking
- Administrative processes and procedures on fundraising, resource mobilisation and partnership processes.

**B.4 KEY INTERNAL AND EXTERNAL INFLUENCERS**

Internal	Country Manager Operations Manager Finance and Administration Manager Partnership and Resourcing Officer Research and Learning Officer All Trust staff
External	Sector Stakeholders Partners Clients Public Government departments Suppliers



## SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities.

<b>C.1 ESSENTIAL REQUIREMENTS OF THE POST</b> State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	Tertiary qualification in humanities, human rights, gender justice, women's rights, political economy, climate change and related social justice concerns
Experience	4 years' experience in programme implementation and administration, knowledge of the country (Zimbabwe/ Zambia) and SADC regional context and experience.

## KEY COMPETENCIES:

Technical competencies	Skills	Values/Attributes
<ul style="list-style-type: none"> <li>• Programme planning, implementation and management</li> <li>• Understanding values and principles of gender intersectionality, social and gender justice rights</li> <li>• Analytical ability</li> <li>• Office management</li> <li>• Passion for development</li> <li>• Financial management</li> <li>• Quality management</li> <li>• Stakeholder engagement and support</li> <li>• Understanding of Business Development and Sustainability principles</li> <li>• An understanding of the strategy of the Trust</li> <li>• An understanding of poverty related issues and the challenges they bring,</li> <li>• Understanding of human rights approaches</li> <li>• Sound knowledge of all applicable legislation</li> <li>• Exposure to Resource Mobilisation</li> <li>• Exposure to Advocacy and campaigns</li> <li>• Grant Management</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• Problem solving and analysis</li> <li>• Working with others</li> <li>• Change implementation</li> <li>• Proposal writing skills</li> <li>• Budget monitoring</li> <li>• Partner orientation and focus</li> <li>• Conflict management</li> <li>• Effective communication skills</li> <li>• Written and Verbal communication</li> <li>• Report writing skills</li> <li>• Analytical thinking</li> <li>• Negotiation Skills</li> <li>• Networking Skills</li> <li>• Supplier management</li> <li>• Research Skills</li> <li>• Sustainability Skills</li> <li>• Business Development Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability and ethical conduct</li> <li>• Quality oriented</li> <li>• Judgment</li> <li>• Deadline-oriented</li> <li>• Task oriented</li> <li>• Prioritising</li> <li>• Professionalism</li> <li>• Positive attitude</li> <li>• Flexibility</li> <li>• Adaptability</li> <li>• Initiative</li> <li>• Passion for development</li> <li>• Entrepreneurial</li> </ul>

**SECTION D: APPROVAL OF JOB DESCRIPTION**

<b>TITLE</b>	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
Country Manager			
Incumbent			