



## **Job Description**

Aidlink is a development organisation, founded in 1982 in Dublin. We strive to achieve gender equality and end poverty in Africa, while also raising awareness of global inequality in Ireland.

We are committed to making a lasting effect on the lives of girls, both in their day-to-day lives and in their position in society, while at the same time, working to build livelihoods and improve community well-being.

Our programmes aim to deliver lasting change. By listening to the voices of the community, and through our partnerships, we work to address the structural causes of inequality and poverty. We believe that by putting the furthest behind first – often girls – we can support entire communities' growth.

### **Job Title:**

Programme Officer (fulltime)

### **Location:**

Dublin

### **Job Purpose:**

Aidlink is recruiting a Programme Officer to join our small team and support senior management in the planning, implementation, monitoring and evaluation of partners and projects supported by Aidlink.

The Programme Officer function is to ensure that Aidlink partnerships and programmes are managed in line with established policies and procedures, requiring the day-to-day management of the grant management processes across all partnerships.

### **Primary duties and responsibilities include:**

1. Partner Relations and Programme Management
2. Donor Relations
3. Organisational Development and Capacity Building
4. Strategic and Policy Support
5. Development Education / Immersion Programme support.



## **Partner Relations & Programme Management**

- Manage key relationships with Aidlink's strategic partners in Kenya, Uganda and Ghana and ensure that they are in line with Aidlink's policies and procedures;
- Assist partners throughout the project/programme cycle - applying current thinking and best practice in line with our commitment to management for results;
- Oversight of partner programme/project budgets;
- Monitoring & Evaluation of partners and programmes in line with Aidlink's M&E Policy, including:
  - Monitoring and reviewing reports and collating, analysing and sharing results.
  - Ensuring that risks are identified and mitigated.
  - Monitoring partnerships including field monitoring (developing Terms of Reference / preparing schedules, reporting and sharing learning).
- Preparing case studies on programmes and partnerships.
- Attending, providing input to, and reporting back on various external technical working groups.
- Preparing reporting materials for internal accountability processes (quarterly and annual reporting) in line with results based management systems.
- Supporting the team in the development of analysis and thematic papers; planning processes, mid-term reviews and evaluations.

## **Donor Relations**

- Manage and implement the institutional and FTC (Foundations, Trusts and Corporate) components of Aidlink's Fundraising Strategy;
- Develop proposals and reports, both narrative and financial, to the highest standards and to donor requirements;
- Liaise with donors (Irish Aid and others) in a timely and professional manner, ensuring that Aidlink meets requirements for submissions, communications and reporting.



## **Organisational Development and Capacity Building**

- Work with partners to develop and implement bespoke capacity building plans in line with Aidlink's Capacity Building Approach;
- Contribute towards Partner and Staff training and organisational learning.
- Development of organisational policies related to Aidlink's programmatic focus and key themes.

## **Other**

- To actively participate in working groups that develop policy and promote organisational learning, both internal and external to the organisation, utilizing past experience as appropriate.
- Support advocacy, communications and development education activities by liaising with relevant departments;
- Represent Aidlink in line with organization ethos and values;
- Undertake from time to time other tasks relating to Aidlink activities as requested.

## **Candidate Profile – Skills and Experience**

Applicants will need to demonstrate that they have a well-established track record of good performance and possess the following skills and experience:

### **Essential**

- A Master's degree in an area relevant to social development, poverty reduction, humanitarian.
- At least 2 years proven experience of working on project cycle management including: partnership management, financial management, monitoring and evaluation.
- Good understanding of the Partnership Approach to Development, Rights Based Approaches and Results Based Management.



- Knowledge and experience of the role of civil society in promoting poverty reduction.
- Knowledge and experience of organisational capacity development.
- Good communication and writing skills and strong IT skills.
- Strong understanding of and commitment to the core values and principles of Aidlink
- Well-organised, positive attitude and efficient; ability to work on own initiative and as part of a team.

**Desirable**

- Knowledge of development in an East African context (Kenya and Uganda)
- Overseas experience working in a development context.

Candidates must be legally entitled to work in Ireland at the time of application.

This role is based on our office in Dublin 6 and will require occasional work outside of office hours.

To apply, please email CV and cover letter to [info@aidlink.ie](mailto:info@aidlink.ie). Closing date: Monday 21st September 5pm.