

JOB TITLE:	Programme Development Officer (PDO)
RESPONSIBLE FOR:	<ul style="list-style-type: none">– Developing new programmes and drafting proposals for funding by institutional and multilateral donors– Conceptual development, guidance and coaching of programmes and projects as well as PCM
ACCOUNTABLE TO:	Director Programme Development (DPD)

1 Job Description

POSITION SUMMARY:

The Programme Development Officer (PDO):

Supports the work of the Director of Programme Development and is responsible for:

- ❖ Identifying and analysing needs and opportunities (at the local, national, regional and even international level) for BASR's services and involvement and conceptualising them into potential programmes and projects.
- ❖ Generating new financial resources (through developing new services and projects) to help BASR achieve its overall organisational funding goals through its work at the national, intermediate and grassroots levels.
- ❖ Planning programmes and policies aimed at improving the long-term professional development of the organisation, its programmes and its professional cadres.
- ❖ Planning and implementation of a comprehensive grants development programme in cooperation with Director of Programme Development, heads of programs and departments (to secure funding from local and external sources) commensurate with institutional priorities, goals and activities.
- ❖ Monitoring and evaluating the progress of the programmes and setting up plans and strategies for the future to support the development of further interventions.
- ❖ Working together with the Communications officer for the visibility and promotion of BASR interventions through developing reports, videos and social media plans that enrich the overall work.

KEY RESPONSIBILITIES, TASKS AND DUTIES:

- Proposal Development
 - Writing and editing technical responses to proposals in collaboration with other staff to ensure timeliness, efficiency and quality.
 - Working with partners, and other technical staff to conceptualise and design a technical approach for new project proposals.
 - Leading proposal development process on select opportunities.
 - Developing proposal outlines, compliance matrices, deliverable schedules, management plans, Gantt charts, cost plans and facilitating proposal review meetings to address quality and compliance issues.
 - Performing analysis of requests for applications requirements.

- Carrying out desk research and collecting relevant data from departments within BASR for developing solid proposals based on evidence and convincing argumentation.
 - Reviewing and editing submissions from partners, ensuring their inputs meet specified requirements and expected level of quality.
 - Working with Director of Programme Development to identify and evaluate new programme opportunities.
 - Working with finance department to ensure compatibility of technical and cost proposals.
 - Travelling within and outside the country as needed as part of proposal development.
 - Performing other tasks as needed in preparing proposals and grant portfolio.
- Partnership Development and Donor Relations
 - Coordinating teaming agreements, memoranda of understanding, and other organisational agreements with partners.
 - Working with Director Programme Development to identify potential new partners and strengthening BASR's reputation among donors and other peer organisations.
- Strategy Development
 - Conducting research on donors and partners in regard to overall funding trends and specific opportunities.
 - Attending and representing BASR at relevant briefings and meetings.
- Knowledge Management
 - Managing tracking system to identify and track grant and contract opportunities.
 - Developing and maintaining proposal development tools and marketing products.
 - Providing M&E and PCM services as well as training and guidance in PCM to all departments and respective staff.
- Communication and Visibility
 - Support the promotion and overall visibility of BASR's interventions through supporting the communications officer in producing annual reports, website content, social media posts and promotions for various projects.
- Administration and Logistics
 - Taking charge of all administration and logistical tasks related to the Program Development Department, e.g. Office management, office supplies, taking meeting minutes, documentation, record keeping and filing, document translation, etc.

This description lists the major duties and requirements of the job and is not all-inclusive.

AUTHORITY:

- The Programme Development Officer shall make day to day operational decisions pertaining to her / his respective portfolio of responsibilities, whereby consulting the Director Programme Development (DPD) where and when agreed and necessary.
- The Programme Development Officer shall get the required authority to carry out all her / his above outlined tasks and responsibilities by delegation from the DPD.

2 Task Focus Distribution:

Programme Development Officer (PDO)	Task Focus Distribution
Area of Work	Percentage of time spent
Development tasks and research	50%
Monitoring and evaluation tasks	30%
Communication tasks	20%

The envisioned workload and time distribution is only an initial guiding framework and is expected to evolve and change over time, depending bottle necks identified and priorities set accordingly, in cooperation with DPD.

3 Person Specification

The Job description is only a guiding framework for both the organisation and the Programme Development Officer. The described position is new and will be a very demanding job. The job features a very broad range of responsibilities and thus requires an all-rounder with the willingness and capability to expose him / herself to new situations and new problems, never too tired to continue learning and searching for new and appropriate ways to overcome those problems. The job will require a lot of drive and initiative, great flexibility, a strong learning attitude and a great deal of professionalism in order to gain and maintain credibility in the eyes of colleagues and external stakeholders. In order to be able to fulfil the above outlined responsibilities the following professional and personal features seem important.

Education:

Degree preferably in communications, education, health sciences, international development or other relevant field. Master's degree preferred.

Work Experience:

- Minimum 4 years of international development/non-profit experience.

Competencies and Skills:

- High degree of initiative and innovativeness

- High level of “People Skills”
- Excellent “Listening Skills”
- Excellent in building and maintaining relationships
- Strong interpersonal and team working skills
- Strong Negotiation skills
- Very good communication and information management skills. The ability to generate trust among colleagues and communicate complex issues effectively in a multicultural environment, in such a way that those issues don't become threatening.
- Ability to lead a team.
- Ability to structure own work independently.
- Ability to be creative, innovative and flexible.
- Ability to play the facilitation role in a manner that empowers those who are coached to eventually become facilitators of similar processes.
- Communicating clearly and effectively (in oral and written forms in both Arabic and English) and relating well with people of diverse backgrounds and cultures.
- Experience with and/or knowledge of multilateral donors.
- Demonstrated experience coordinating and writing proposals for grant making institutions including knowledge of procurement policies, procedures and mechanisms.
- Strong knowledge of international development required including familiarity with health / disability or education sectors.
- Experience developing M&E frameworks.
- Excellent writing, editing, and proof-reading skills.
- Ability to juggle multiple demands, manage shifting priorities, and negotiate timelines.
- Ability to establish and sustain interpersonal and professional relationships with BASR's staff, donor organisations and peer organisations.
- Excellent organisational and prioritisation skills
- Ability to work under pressure in a conscientious and organised manner;
- Ability to liaise effectively with the multiple stakeholders like the local community, the public and donor agencies
- Proven ability to cultivate major donors through development of specific communication tools an asset.
- Skills in facilitating consultative and participative processes
- Excellent skills in reflection, analysis and conceptualisation
- Excellent skills in planning, presenting, reporting
- Excellent Problem solving and decision making approaches
- Administrative skills and good knowledge of computer applications (MS-Word, Excel, PowerPoint, Access).

Attitude:

- Integrity
- Tolerance.
- Learning attitude
- Taking responsibility
- Protecting others, especially weaker members of society

- Gender sensitive.
- A desire for community development
- Respect for people with disabilities
- Belief in the human rights approach
- Genuine personal commitment to BASR's mission and personal knowledge of/and/or interest in humanitarian and development issues is considered important and highly relevant.
- Willingness to travel overseas required.
- Sharing resources
- Results driven
- Frank but respectful in expressing opinions and critique.
- Transparent in communication.
- Self-critical with the ability to admit a weakness.
- Believing in the importance of organisational change and learning for healthy organisation development.