Role Title

Project Officer (Temporary) - Mozambique

Role Information

<table>
<thead>
<tr>
<th>Role Type</th>
<th>Pay Band</th>
<th>Location</th>
<th>Duration</th>
<th>Reports to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Delivery</td>
<td>PB4/H</td>
<td>Mozambique/Maputo</td>
<td>2 Months Fixed Term Contract</td>
<td>Project Manager</td>
</tr>
</tbody>
</table>

Role purpose

To assist the Country Projects Manager to achieve the Mozambique Country Plan and related Regional and Global objectives through the planning, management, delivery and evaluation of country, Regional and global products and services.

About us

British Council Mozambique currently implements a small portfolio of in country and regional projects which are either grant or partner funded.

The post requires generic organizational skills to implement project activities and events. The post holder should expect to support project activities in any of the British Council’s core areas of Education & Society, Arts, and English and to work with other initiatives to support UK strategic objectives.

Main Accountabilities:

Specific duties will include:

- Financial management:
  - Costing project activities and events
  - SAP user able to raise purchase orders for operational expenditure items
  - Helping Project Manager to generate monthly cash flow estimates
  - Procurement following British Council standards and policy
  - Risk management

- Activity and events management
  - Organizing events and activities
  - Logistical planning (booking accommodation, venues, travel, etc)
  - Supporting activity and event implementation
  - Assisting with communications, media coverage and developing media relations
  - Assisting with public relations
  - Collecting impact stories and scorecard data for events and activities and managing scorecard data entry
  - Ensuring health & safety, child protection, and other access standards at events
  - Coordinating and supporting Monitoring and Evaluation

- Ensuring that all project activities and events are consistent with key equal opportunities and
in terms of diversity principles and child protection and adults at risk.

- General support, including e.g.:
  - Maintaining contacts databases
  - Managing Information Systems
  - Drafting events-related communications
  - Health & Safety lead for the operation

**Key Relationships: (not limited to)**

**Internal:**
- coordination and cooperation with Project Manager and other colleagues
- liaison with finance colleagues to ensure that all financial tasks are compliant with corporate standards

**External**
- coordination and cooperation with counterparts in partner organizations and project stakeholders

**Role Requirements:**

<table>
<thead>
<tr>
<th>Threshold requirements:</th>
<th>Assessment stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport requirements/ Right to work in country</td>
<td>Must be able to legally work in the country of appointment. Shortlisting</td>
</tr>
<tr>
<td>Direct contact or managing staff working with children?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Notes</td>
<td>Operational project work requires occasional (or sometimes regular) work outside normal working hours, for example in the evenings or at weekends. TOIL should be agreed with the line manager in advance to maintain an adequate work-life balance. Postholders may be required to travel abroad on British Council business and should therefore hold valid travel documents.</td>
</tr>
<tr>
<td>Managing staff working with children?</td>
<td>Standard Mozambique Criminal Record check is required</td>
</tr>
<tr>
<td>Person Specification:</td>
<td>Assessment stage</td>
</tr>
<tr>
<td>Language requirements</td>
<td></td>
</tr>
<tr>
<td>Minimum / essential</td>
<td>Desirable</td>
</tr>
<tr>
<td>Be able to speak and understand English and Mozambique languages.</td>
<td></td>
</tr>
<tr>
<td>Qualifications</td>
<td>Minimum / essential</td>
</tr>
<tr>
<td>First degree</td>
<td>1st degree in Education, Social Sciences, Development and/or Project Management. Shortlisting</td>
</tr>
</tbody>
</table>

**Role Specific Knowledge & Experience**
<table>
<thead>
<tr>
<th>Minimum / essential</th>
<th>Desirable</th>
<th>Assessment Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications – Level 2</td>
<td>Previous work experience in projects in Education &amp; Society, Arts or English</td>
<td>Shortlisting &amp; interviewing</td>
</tr>
<tr>
<td>Managing Finances and Resources – Level 1</td>
<td></td>
<td>Shortlisting</td>
</tr>
<tr>
<td>Managing Projects – Level 1</td>
<td></td>
<td>Shortlisting</td>
</tr>
<tr>
<td>Proficient in English (IELTS 7/C1) and fluent Portuguese (spoken and written)</td>
<td></td>
<td>Shortlisting and interview</td>
</tr>
<tr>
<td>Planning and organising - Level 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Role Specific Skills (if any)
- As per below

British Council Core Skills
- **Communicating and influencing level 2**
  Relates communications to circumstances. Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.

- **Managing Finance and Resources – Level 2**
  Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.

- **Managing Projects – Level 2**

British Council Behaviours
- Creating shared purpose (Essential)
- Connecting with others (Essential)
- Working together (Essential)
- Being accountable (Essential)
- Making it happen (Essential)
- Shaping the future (Essential)

**Assessment Stage**

**Interview**

Prepared by: Aguinaldo Namburete – Project Manager
Date: 23-01-2020