

Role Title

Project Officer (Temporary) - Mozambique

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Business Delivery	PB4/ H	Mozambique/ Maputo	2 Months Fixed Term Contract	Project Manager

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

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:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Must be able to legally work in the country of appointment.	Shortlisting
Direct contact or managing staff working with children?	Yes/No IF YES. Appropriate police check	N/a
Notes	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.	
Managing staff working with children?	Standard Mozambique Criminal Record check is required	
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Be able to speak and understand English and Mozambique languages.		
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
First degree	1 st degree in Education, Social Sciences, Development and/or Project Management.	Shortlisting

Role Specific Knowledge & Experience

Minimum / essential	Desirable	Assessment Stage
<ul style="list-style-type: none"> • Communications – Level 2 • Managing Finances and Resources- Level 1 • Managing Projects – Level 1 • Proficient in English (IELTS 7/C1) and fluent Portuguese (spoken and written) • Planning and organising - Level 2 	<ul style="list-style-type: none"> • Previous work experience in projects in Education & Society, Arts or English 	<ul style="list-style-type: none"> • Shortlisting & interviewing • Shortlisting • Shortlisting <p>Shortlisting and interview</p>
Role Specific Skills (if any)		Assessment Stage
<ul style="list-style-type: none"> • As per below 		Shortlisting AND Interview
British Council Core Skills		Assessment Stage
<p>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.</p> <p>Managing Finance and Resources – Level 2 Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p> <p>Managing Projects – Level 2</p>		<ul style="list-style-type: none"> • <i>Shortlisting AND Interview</i>
British Council Behaviours		Assessment Stage
<ul style="list-style-type: none"> • Creating shared purpose (Essential) • Connecting with others (Essential) • Working together (Essential) • Being accountable (Essential) • Making it happen (Essential) • Shaping the future (Essential) 		<i>Interview</i>
Prepared by:		Date:
Aguinaldo Namburete – Project Manager		23-01-2020