

Job Description

Job Title	Programme Officer Nigeria Stability and Reconciliation Programme (NSRP)		
Directorate or Region	SSA	Department/Country	Nigeria
Location of posts	Asaba/Warri	Pay Band	PB 6
Reports to	Regional Manager – Niger Delta	Duration of job	1 year subject to renewal

Purpose of job

To support implementation of a specified project or number of projects, ensuring project management and financial management meets client, corporate and programme quality standards.

Context and environment

Nigeria is the British Council's largest operation in SSA with offices in four cities: Lagos, Port Harcourt, Abuja and Kano. NSRP is a DFID-funded programme managed by the British Council (who lead a consortium including International Alert and Social Development Direct) that aims to enhance collective efforts to identify and respond effectively to potential sources of violent conflict in Nigeria and reduce the negative impacts of conflict on the most vulnerable among the Nigerian population.

The programme operates from five regional offices in Nigeria with a programme management unit situated in Abuja. The Programme Officer will be based in Maiduguri and may be required to travel to other regional offices and the Abuja office periodically. The posts will form part of the programme technical team.

The post holder must have the ability to work in difficult environments, often with limited infrastructure or support facilities. The programme will link closely with other BC-managed work in Nigeria, notably the Justice For All (J4A) programme. The post holder will work closely with the Interventions & Development Manager, Security Coordinator, Regional Manager, Output Managers, Resources Team, Technical Team and other regional staff, and will report to the Regional Manager – Niger Delta.

Accountabilities, responsibilities and main duties

Accountabilities

- Accountable for the successful implementation of specified projects, ensuring client, corporate and programme standards are fully met.
- Accountable for ensuring specified project activities are accurately costed and budgets are managed effectively.
- Accountable for ensuring timely and accurate support to financial and technical reporting.
- Accountable for ensuring timely and effective monitoring & evaluation of partners and submission of M&E reports

Responsibilities and main duties

1. Project implementation

Main duties will include:

- Responsibility for the implementation of an agreed portfolio of projects within NSRP, ensuring documentation and processes are consistent with client, corporate and programme standards.

- Responsibility for compliance with corporate systems.
- Procurement and management of internal and external resources for specific activities in consultation with regional Resources Assistant and Abuja resources team.
- Risk management (identification, reporting and management) of designated area of work ensuring risks are identified and reported in a timely manner to the satisfaction of the Regional Coordinator / Intervention & Development Manager.
- Designing of activity plans and schedules ensuring project activities are delivered on time, to quality and cost targets and client satisfaction.
- Identify and implement improvements to project delivery.
- Provision of logistical and administrative support to ensure implementation of designated portfolio ensuring client, corporate and programme policies and standards are met (e.g. for travel and accommodation) in conjunction with Resources Assistant.
- Carry out grant activities.

2. Project monitoring, evaluation and reporting

Main duties will include:

- To support financial and technical reporting to internal/external clients and customers, ensuring reporting standards are in accordance with client and corporate standards.
- To lead on project monitoring and evaluation activities in the state/region in conjunction with the M, L and E Manager based in Abuja
- To be responsible for activity closures and related processes, ensuring closures are completed in accordance to client and corporate and programme standards.
- To be responsible for capturing and communicating the findings from feedback on project activities in agreement with the communications and/or media manager
- Monitoring of grantees as may be required

3. Financial planning and management

Main duties will include:

- Managing project-level finances using programme systems for an agreed portfolio of NRSP projects, ensuring client, corporate and programme standards are met.
- Managing expenditure and activity risk for an agreed portfolio of projects to ensure financial targets are met.
- Producing and managing activity and project budgets for an agreed portfolio of projects.
- Managing the payment and reconciliation of advances (including supporting documentation) for workshops under an agreed portfolio of projects.
- Ensuring all financial management for a designated portfolio of projects meets internal and external audit requirements.
- Ensuring timely preparation and completion of reporting and checks.

4. Marketing and customer services

Main duties include:

- Contributing to the development of programme related activities.
- Contributing to programme communication and promotion.
- Ensuring excellent service delivery and act as a point of contact with the client and partners.

5. Relationship management

Main duties include:

- Building and maintaining relationships with stakeholders which enhance the ability in project delivery, ensuring the programme acts on feedback from the client and partners.

Key relationships

Internal: Programme Manager, Deputy Programme Manager (Technical) Interventions & Development Manager, Regional Manager, Security Coordinator, Programme Support Team and Programme Technical Team.

External: External relationship management where appropriate (i.e. linked to function of role), to include: consultants; external partner organisations; state institutions, academic institutions, etc.

Other important features or requirements of the job

Periodic travel to high-risk areas is likely to be necessary following close liaison with British High Commission /BC/DFID. Regular, unsocial and over-hours will be required to meet operational requirements of the post and programme.

Carry out other duties not specifically stated in the Programme Officer’s role profile as may be required by the Regional Manager – Niger Delta.

Language skills appropriate to the region would be a distinct advantage

Please specify any passport/visa and/or nationality requirement.	The post will be based in Asaba or Warri (once a decision is taken on the location) so the post holder will need eligibility to work in Nigeria.
Please indicate if any security or legal checks are required for this role.	No

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> • Creating Shared Purpose (Essential). Creating energy and clarity so that people want to work purposefully together. • Connecting with Others** (More demanding). Actively appreciating the needs and concerns of myself and others. • Working Together** (Most demanding). Creating the environment in which others who have different aims can work together. • Being Accountable** (More demanding). Putting the needs of the team or British Council ahead of my own. • Making it Happen** (Essential). Delivering clear results for the British Council. • Shaping the Future (Essential). Looking for ways in which we can do things better. 		**Interview only
Skills and Knowledge	<ul style="list-style-type: none"> • Project and contract management – level 2 • Financial planning and management – level 2 		Short-listing and interview
Experience	<p>Project management</p> <ul style="list-style-type: none"> • Clear ability to identify, design, plan, manage and evaluate projects from initiation to completion and to achieve the stated outputs and results and keep to budget, timescale and client satisfaction. <p>Financial management</p> <ul style="list-style-type: none"> • Experience of costing and managing project budgets and using corporate financial management systems and controls. 	Similar sector experience	Short listing and Interview
Qualifications	First degree or equivalent or appropriate experience		Short listing and interview

Submitted by	Maxwell Anyaegbu	Date	24 th August 2015
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