

# Job Description

## Programs Officer

The Programs Officer is reporting to the Programs Manager

### Major Duties and Responsibilities:

#### **Program Planning and Support**

- 1) Manage and participate in the design and implementation of Sanad's programs and activities in Iraq
- 2) Participate in the design of the annual work for Sanad's supported networks
- 3) Design, implement and supervise the Performance Management Plan (s) of Sanad
- 4) Assist in the evaluation of program goals and objectives including but not limited to composing regular M&E reports
- 5) Develop and maintain respectful and strong working relationships with all Iraq program staff, program stakeholders, Donors, and USIP partners.
- 6) On going monitoring the membership status of network members
- 7) Ensure each network's work plan and other assignments are carried out effectively and efficiently
- 8) Ensure network members' contracts are compliant with the Iraqi legal and statutory requirements.
- 9) Providing technical assistance with the network members when needed
- 10) Conducting regular visits to ensure network members' activities are carried out in accordance with the annual work plan
- 11) Ensure the adequacy and accuracy of partners data base
- 12) Maintain strong relationships with donors, partners, and official bodies.

#### **Budget and Contract Management:**

- 13) Assist in developing event budgets using the Iraq Program budget template and completion of financial paperwork to be reviewed and approved by the Finance and Operations Manager.
- 14) Analyze program budgets (e.g., monitor expenditures, schedule payments, review budget reports) in order to develop recommendations on budget-related matters.
- 15) Develop recommendations on any actions required to ensure the program has the resources necessary to meet its goals and objectives.
- 16) Compile and evaluate program funding proposals.

**Administrative:**

- 17) Coordinate program meetings, agendas, and scheduling of program activities.
- 18) Develop, update, and edit various program documents and website material.

**Reporting:**

- 19) Develop Monthly and Quarterly Programmatic Reports
- 20) Develop Monthly M&E Reports
- 21) Develop Site Visits Reports
- 22) Develop other reports based on need

**23) Performs other duties as assigned.**

Competencies:

- **Reliability:** Has the ability to perform assigned tasks dependably in routine circumstances and take the initiative when the assigned tasks are compromised by unexpected or stressful situations Demonstrates sound, consistent judgment when making decisions. Can be counted on to maintain a positive attitude, provide timely, high-quality work products, and deliver on commitments made to management.
- **Accountability:** Has the ability to see the problem, own it, and take the initiative to do something about it in a timely and responsible way. Acknowledges and assumes responsibility for decisions, actions, and outcomes. Owns up to shortcomings and mistakes; honors obligations, expectations and requirements.
- **Integrity:** Represents self accurately; is loyal and respectful to the organization; and considered trustworthy by those who know her or him.. Presents the truth in direct, uncomplicated terms; readily admits to mistakes, and can be trusted with confidential information.
- **Results Focus:** Makes things happen, maintains momentum, and shows a strong bias for action over complacency and indecision. Is self-driven, sets aggressive goals, and tasks and assignments in a timely manner. Willingly invests considerable effort to meet deadlines and deliver high-quality work products.
- **Communication:** Communicates thoughts and ideas effectively, both verbally and in writing; has the ability to adjust communication style to suit the circumstances and audience. Easily establishes a serious but upbeat professional working rapport with others; listens to others with interest and patience; respects, understands and considers ideas and points of view that differ from her or his own. Can explain complex concepts and information to others in a simple but accurate manner to people from broadly different religions, ethnicities, cultures, and social classes