

Job Title : Programs Specialist  
Job Type : Full Time  
Reporting to : Programs Coordinator  
Salary : \$1,500/ Month  
Station : Baghdad

## **Job Description**

### **Programs Specialist**

The Programs Specialist is reporting to the Programs Officer

#### **Major Duties and Responsibilities:**

Program Planning and Support:

- 1) Manage, implement, and plan project events
- 2) Contribute to concept development of major project events, including: workshops, trainings, conferences
- 3) Assist in the evaluation of program goals and objectives including but not limited to developing regular M&E reports
- 4) Conduct site visits across Iraq to implement on-the-ground monitoring and evaluation activities for all assigned activities.
- 5) Monitor and manage program performance across Iraq
- 6) Analyze program budgets (e.g., monitor expenditures, schedule payments, review budget reports) in order to develop recommendations on budget-related matters.
- 7) Coordinates all program activities, such as training courses, workshops, and conferences.
- 8) Establish reliable and consistent set of performance indicators for all programs assigned.
- 9) Responsible for developing weekly and monthly reports in addition to other reports as required.

#### Administrative Support

1. Administer the stakeholder data and manage a proper documentation and record control system within the capacity of the programs assigned
2. Administer all financial requirements for conducting program activities in coordination with the Finance and Operations Manager
3. Develop and maintain respectful and strong working relationships with program stakeholders
4. Provide oral and written translation (Arabic-English and English-Arabic) when required in the course of duties, including; drafting e-mails, reports, and other documents
5. Coordinate program meetings, agendas, and scheduling of program activities.
6. Develop, update, and edit various program documents and website material.

#### Reports:

7. Develop weekly, monthly reports on the progress of the program.
8. Develop regular reports on the monitoring and evaluation process of program activities.
9. 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