

**POSITION DESCRIPTION**  
**Sr. Programme Officer**  
**World Vision International – Nepal Earthquake Response**



**Our Vision:** Our Vision for every child, life in all its fullness.  
 Our prayer for every heart, the will to make it so.

**Our Values:** These core values are the fundamental and guiding principles that determine World Vision's actions.

- We are committed to the poor
- We value people
- We are stewards
- We are partners
- We are responsive
- We are Christian

**WORK CONTEXT/ BACKGROUND:**

The 7.8 magnitude earthquake and subsequent aftershocks that struck Nepal on 25 April 2015 have caused widespread displacement, extensive destruction of infrastructure and government reports of more than 7,900 deaths. There is an estimated 8.1 million people living in the 39 districts impacted. At least 940,000 children are in urgent need of humanitarian assistance, and those left homeless by the earthquake are particularly vulnerable.

**Key Position Information**

<b>Job Title</b>	Senior Program Officer		
<b>Position Reports To</b>	Program Manager		
<b>Position Location</b>	Kathmandu		
<b>Position Purpose</b>	The Senior Program Officer will manage the Programming Unit, within the larger Programmes Department. The Senior Program Officer will be responsible for ensuring that grant acquisition opportunities are identified, funding proposals are developed, timely reporting is provided to donor organizations, and program quality is maintained across all districts of the Response. The Senior Program Officer will work closely with the Program Manager and key stakeholders to ensure the Response assesses needs, analyses data, designs programs, and acquires income to address humanitarian needs to the established Response standards.		
<b>No. Direct Report:</b>	2	<b>Positions Supervised:</b>	0
<b>Grade: P&amp; C to fill in</b>	14/15	<b>Date created /updated:</b>	Sept 2016
<b>Financial Authority</b>	NA	<b>Decision Making Authority</b>	NA
<b>Budget</b>			

**Important Functional Relationships**

<b>External</b>	<b>Internal</b>	<b>Committees/Groups</b>
UN Agencies, INGOs working in the similar sectors, districts	Programs Team	
Donors for pre-positioning for NER and NO initiatives	Programs Team	
Support Office contacts for grant management	Program Officer	

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**Key Objectives of the Position**

- Proposal coordination and submission, program design for context specific interventions meeting the needs of target populations.
- Grant Management, monitoring alignment to standards and donor requirements, including report writing for healthy grants.
- Donor, internal and external stakeholder engagement, communication for effective relationship building and pre-positioning.

The position is accountable for the following:

Expected End Results	Weight (%)	Indicators
<b>Program Planning and Strategic Alignment</b>	10%	<ul style="list-style-type: none"> <li>a) Facilitate with the Program Manager the program planning process to ensure alignment with context, humanitarian needs, response strategy as well as operational feasibility and technical quality, including supporting the development of the Response Plan to align with funding allocations and the overall response strategy.</li> <li>b) Support Finance in the allocation and tracking of response funding to ensure response strategic priorities are funded and effective leveraging of funding available.</li> <li>c) Support funding allocation process (Private Non Sponsorship &amp; grant opportunities) in coordination with Finance, Response Manager and Operations to reflect response strategic priorities, operational realities and ensure compliance with relevant funding regulations.</li> </ul>
<b>Proposal and Concept Note Development</b>	30%	<ul style="list-style-type: none"> <li>a) Monitor and analyse donor opportunities to ensure they align with operational intent.</li> <li>b) Coordinate programs team in developing concept papers, proposals, and budgets, in conjunction with Districts and Sectors to acquire grant funding.</li> <li>c) Incorporate internal and international humanitarian standards into all proposals, program design and implementation within the designated districts</li> <li>d) Ensure the incorporation of DME and Accountability processes and findings into all proposals, program design, budgets and implementation</li> <li>e) Coach Program Officers on concept note and proposal development</li> </ul>
<b>Grant Management and Report Writing</b>	40%	<ul style="list-style-type: none"> <li>a) Oversee Program Officers in monitoring and tracking progress of field operations and grants, and regularly update information in the operations and grant tracking system to ensure the value and integrity of the system.</li> <li>b) Provide regular updates/analysis on the progress of field operations and grants to key stakeholders</li> <li>c) Actively monitor the evolving context to ensure overall programme quality, including considering the necessity and feasibility of activities in light of changing context and needs, speed of recovery, organisational/staff capacity, grant requirements, etc, and advise accordingly</li> <li>d) Monitor progress towards programme goal and objectives and ensure that implementation contributes to these ends.</li> <li>e) Support Program Manager and DME in program (re)design</li> <li>f) Track and review monthly, annual and end-of-project narrative reports as required and per donor guidelines for all grants within their respective portfolios.</li> <li>g) Collaborate with Finance to resolve financial issues related to programmatic expenditures.</li> <li>h) With Program Manager, develop, maintain and revise the master budget and tracking of expenditures, and provide regular updates to the Program Manager and Operations team.</li> </ul>

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<b>External and Internal Stakeholder communication and relationship building</b>	15%	<ul style="list-style-type: none"> <li>a) Communicate humanitarian needs identified through assessments, monitoring data and community feedback to in-country donors and Support Offices.</li> <li>b) Collaborate with Advocacy to influence donor funding strategies when appropriate.</li> <li>c) Ensure that World Vision is represented at coordination and working group meetings.</li> </ul>
	5%	Other duties as assigned by Program Manager

**Person Specification**

<b>Education</b>	Degree or equivalent in relevant fields of study such as International Development, Political Science/International Relations, Economics, Sociology, or other related field.	Essential/preferred/desirable
<b>Knowledge &amp; Skills</b>	1. Self-starter who can work independently under pressure	1 Essential
	2. 3-5 years experience in emergency response programming and/or grant acquisition and management. Previous experience in large scale humanitarian emergencies	2 Essential
	3. Knowledge of budget requirements and regulations of major donors, including USAID, ADH, GAC, ECHO, DFID and UN agencies.	3 Essential
	4. Familiarity with major humanitarian codes, principles and practice	4 Essential
	5. Ability to maintain performance expectations in diverse cultural contexts psychologically stressful environs and physical hardships.	5 Essential
	6. Cross-cultural sensitivity, flexible worldview, and emotional maturity	6 Essential
	7. Excellent written and oral communication skills in English and Nepali	7 Essential
	8. Excellent time-management and prioritization.	8 Essential
	9. Experience managing teams	9 Preferred
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years experience in relief and development work</li> <li>• Minimum 2 years experience in supporting/managing grants for humanitarian relief operations</li> </ul>	Essential
<b>Work Environment</b>	<p>Must be willing and able to travel nationally up to 30 % of the time</p> <p>Some project locations may be in remote areas. Staff is expected to stay in the location for short periods</p> <p>Committed to World Vision Ethos, Mission, Vision and Core values</p>	

<b>Core Capabilities</b>	<p><b>Achieving Capabilities:</b>          Achieving quality results and service          Practicing accountability and integrity          Communicating information effectively</p> <p><b>Self-Managing Capabilities:</b>          Demonstrating work life balance          Learning for growth and development          Maintaining work/life balance and effectiveness</p>	
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	<p><b>Thinking Capabilities</b>          Thinking clearly, deeply and broadly          Understanding the Humanitarian Industry          Understanding World Vision’s mission and operations          Practicing innovation and creativity</p>
	<p><b>Relational Capabilities:</b>          Building collaborative relationships          Practicing gender and cultural diversity          Influencing individuals and groups</p>

<b>Prepared by :</b> Merry Zou, Program Manager		<b>Date</b> 19 January , 2017
<b>Manager:</b>		<b>Date</b>
<b>Position Holder</b>		<b>Date</b>
<b>Date of Appointment</b>		