

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Senior Programm Officer

Our client:

An international NGO based in Geneva

Role & Responsibilities:

Under the guidance of the Fund Portfolio Manager (FPM), and as part of a Country Team, the Senior Program Officer (SPO) supports the FPM in all aspects of the life cycle of a grant:

- **Program Management:** Facilitates and coordinates grant processes in place at different stages of the grant lifecycle; Reviews grant budgets and work plans, disbursement requests and other grant documentation; Participates in the process of analysis on performance/financial/management/contextual matters for decision making on program related matters; contributes to policy and ad hoc cross cutting projects and initiatives; ensures grant information is captured in relevant grant management and information systems;
- **Stakeholders Management:** Liaises and coordinates exchanges with different stakeholders; Acts as a focal point for the gathering, proactive monitoring and reporting of information on the grant management process in the countries assigned, preparing information briefs and coordinating responses to requests for information from other internal units and from external parties. Would act as Officer in Charge to FPMs/SFPMs when necessary as well as conducting meetings with in-country stakeholders and partners when required and agreed with the FPM.
- **Team work:** Works across teams collaborating with other country team staff to promote a consistent approach to portfolio management within the Grant Management Division; Provides support and coaching to Program Officers in the team.
- **Risk Management:** collects data where appropriate, identifies and follows up on key grant management issues and risks.

Profile:

- University degree in public or business administration, finance or other relevant field or equivalent professional training or self/study work experience.
- **Minimum four years' experience as Project Officer/Coordinator** with development organization, public health, finance institution or comparable experience in the private sector;
- Demonstrable work experience of increasing involvement and responsibility in advanced project management or in program management including work experience with multiple, complex or difficult portfolio
- Experience of monitoring or coaching colleagues
- Previous financial and program management experience;
- Experience working in multi-cultural/national teams.

Contract type: Temporary for 6 months

Rate of activity: 100%

Starting date: ASAP - The 30th of September 2022

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat :
Ref : MM1616166886