

JOB DESCRIPTION

Job Title:

International Programmes Officer

Full time (35 hours a week)

Fixed term contract (until 31 December 2018)

£26,000 per annum

Job Purpose:

The International Programmes Officer is responsible for supporting Peace Direct's international programmes and projects, working with local partners, and supporting the effective functioning of the International Programmes team.

Responsible to:

Head of International Programmes

Key Tasks

Support Peace Direct's local partners

- Work closely with local partners to provide relevant support and advice and ensure they continuously improve their work.
- Maintain regular communication with partners and ensure all communication with partners is clear, respectful and supportive.
- Support partner and the International Programmes team to manage specific projects.

Provide support to the International Programmes team

- Help the IP team to continuously improve its systems, administrative processes and communication with partners and other Peace Direct departments.
- Work closely with the International Programmes Monitoring, Evaluation and Learning Advisor to monitor and learn from programmatic work and ensure lessons are captured and disseminated across the organisation.
- Work closely with the International Programmes Finance Officer to track the expenditure of local partners.
- Ensure that high quality quarterly narrative and financial reports to and from Peace Direct and its partners are produced and on time.
- Support the IP team to organise field visits and provide other logistical support as needed.

Support Research and Programme Development

- Maintain up to date understanding of the conflict dynamics in partner countries.
- Conduct research into areas of peacebuilding under the direction of the Head of International Programmes.
- Provide support to the Head of International Programmes in developing work on partnerships and programmatic strategies.

Organisational Learning:

- Work with colleagues to promote organisational learning
- Participate in team learning activities, including thematic working groups.

Internal Relations:

- Work very closely with PD staff to help deliver PDs strategy
- Perform any other tasks as directed by the Head of International Programmes

Environment:

- This position is based at PD's London office.

Reporting:

- This position reports to the Head of International Programmes

Person Specification

Essential:

- Degree in a relevant subject (International Relations, Peace & Conflict/Security, International Development etc)
- Fluent in written and spoken English and French
- Excellent writing skills
- A good working knowledge of Microsoft Word and Excel
- Excellent team working skills, with a passion for peacebuilding

Desirable:

- Experience working with local partners in developing countries
- Field or travel experience to developing countries
- Ability to speak Arabic
- Experience of training others
- Events/logistical management