

Position Name (Title) :	Program Officer	Position Level:	TBD
Reporting to (Title) :	Program Director	No. of Direct Reporters:	N/A
Version:	1	Sector /Department/Section :	Programs

Position Reporting Lines



Main Job Purpose

Providing a wide range of program and administrative support to the program Director, Initiatives Managers and program staff in order to ensure the effective and efficient implementation of the program plans.

Objectives

- Quality and strong Program Development Smooth
- Updated program related documents & reports
- Optimize Program Operations

Accountabilities

- Assist the Director and Program Project managers to write needed updates, reports and correspondence with different stakeholders when requested, for ensuring program quick response to different CARE and partners requests.
- Conduct bibliographical searches and literature reviews;
- Provide technical support for background research by conducting bibliographical searches, reading relevant papers;
- Provide technical inputs to the preparation of concept notes, research and funding proposals; as well as to the elaboration of outlines, chapters, boxes, infographics and related material;
- Provide all needed administrative, financial (draft TOR, prepare PR, follow with procurement, follow with consultant, follow for payment, delivery of services, evaluate client satisfactory) for program staff to efficiently achieve program plans. Liaise with program consultants and vendors to ensure compliance to CARE AVL, consultant agreements, and support documents requirements.
- File and document all project related contracts, correspondence, reports, pictures, publications and materials for easily access when needed online as well as offline.
- Provid needed Support to PD, PMs in Collecting, translating, editing and developing all program related documents & content to maintain and update CARE SharePoint / website.
- Liaise with finance and admin department to finalize all needed processes in light of CARE admin and financial policy and procedures.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Program staff • CARE Program support units 	<ul style="list-style-type: none"> • Consultants • Vendors/Suppliers

Working Environment

The position follows the normal working environment of the organization.

Indoor: 80 %

Outdoor: 20 %

Working Hazard: none

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Execute Assigned Duties
Budget Control – Petty Cash	Make Expenditure on a Predefined Budget
Budget Amount – 12,000 EGP petty cash	From 10,000 to 100,000 EGP
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks
CARE Skills	Managing Self – level 1 or 2

Job Requirements

Education:	BSc in relative studies
Experience:	3-5 years of experience, 2 years minimum in development
Computer Skills	MS Office, Internet
Languages:	<ul style="list-style-type: none"> • English • Arabic

Reports

Signatures

		Date
Employee		
Manager		
Human Resources		
