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| **Job Title:** | Senior Programme Officer |
| **Directorate:**  | Programmes, Campaigns and Innovation | Salary Level | Senior Management (SM) 3 |
| **Reports directly to:** | Regional Programme Manager |
| **Location:** | Regional Programme (Indicate specific location) |
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| **Job Purpose:****(State major reason for the position)** | The role is responsible for supporting partners and rights holders organisation to effectively engage and challenge rights violations and to gather information on these rights violations to build AAG’s perspectives for regional and national policy advocacy. It is also responsible for developing and testing innovations prior to proposing them as alternatives for replication |
| **Accountabilities** |
| **Key Responsibilities: (List the major responsibilities the job holder is expected to perform)** | **Key Activities** |
| **Technical backstopping** | * Contribute to the development and operationalization of strategy papers, and policy briefs for both AAG and AAI federation
* Organise trainings for staff and partners on programme frameworks
* Build staff and partners capacity in policy analysis, advocacy, lobbying and influencing.
* Build capacity of partners to support right holder organisations to develop short and long term strategies to effectively engage and implement their advocacy agenda.
* Build and sustain partnership and networking relationships with key stakeholders to influence policies and practices.
* Contribute to the development of systems for managing the performance of teams and systems in coalitions.
* Lead in developing annual critical pathways to ensure that programme development and implementation is in line with the mission objectives of the Country Strategy Paper V (CSP V)
* Support Annual Plans and Budget processes by taking a leadership role in coordinating the processes.
* Lead to document alternatives and best practices advanced in the region to challenge dominant models that undermine people’s rights in the region
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| **Fundraising**  | * Initiate/support to develop concept notes and proposals to raise funds and report on successful donor projects.
* Support partners to effectively manage child sponsorship and local community sponsorship in the region
* Support to recruit and retain sponsors for LOCOMS at the regional level
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| **Policy engagement and advocacy** | * Support to identify regional advocacy issues and make AAG’s position reflect in the regional political agenda
* Support development of press releases for advocacy targets and colleagues by providing accurate and timely information.
* Gather information to build AAG’s perspective in regional priorities as they relate to the region for regional and national engagement.
* Contribute to raise AAG’s profile within the region through highlighting AAG’s best practices at fora and other public events.
* Organise joint programmes with coalitions, government and CSOs so as to advance AAG’s course.
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| **Resource Management**  | * Ensure cost effectiveness in reviewing and recommending proposals, budgets and giving timely feedbacks on partners’ reports.
* Develop strategies that safeguard the resources of AAG in the work of partners and coalitions
* Support to translate and communicate management accounts and cash flow to staff and partners to improve programme quality and performance.
* Prepare timely report and documentation to donors and sponsors.
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| **M&E** | * Lead in developing and designing monitoring and evaluation indicators for the assessment of Regional Strategy
* Carry out monitoring and evaluation of programme documents and MOUs
* Create mechanisms that enable spending quality time with partners and collaborators and receive feedback on key result areas in the region
* Conduct regular visit to rights holders and their communities and document the changes (or not) identified
* Monitor partners’ programmes and relationships to ensure they are compliant with AA quality programming mix and financial management procedures
* Prepare reports on activities undertaken to meet CSP objectives
* Operationalize M&E framework and MIS to ensure effective tracking of indicators
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| **Team work** | * Support to coach and mentor Programme Officers and partners to improve competencies.
* Support to develop effective teams by enhancing co-operation with colleagues and partners
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| **Child Protection Responsibilities** | * To be abreast with the child protection policy
* Educate other stakeholders that work with the LRP who will come into contact with children accordingly
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| **Relationships/Assets maintained**  |
| ***Internal Relations (Describe level and nature of contacts with AAG)*** | ***Country Leadership Team, Senior Management Team, Project Managers and Coordinators*** |
| ***External Relations (Describe level and nature of contacts outside AAG)*** | ***CSOs, Regional Coordinating Council, Ghana Police Service, MDAs, MMDAss, NGO Network*** |
| ***Responsibility for Assets (Describe types of assets directly handled or supervised)*** | ***The role has the responsibility of maintaining and safeguarding/efficient utilization of AAG resources*** |
| **COMPETENCIES:** |
| **EDUCATIONAL QUALIFICATION (State minimum entry educational/professional qualification required by the position).** | A Bachelor’s degree in Social Sciences or relevant field with 7 years’ experience or A Master’s degree in relevant field with 3 years’ experience |
| **TECHNICAL (State core job knowledge/skills required for successful execution of the job)** | Must have good knowledge and experience in monitoring & evaluation and child sponsorship workMust have good facilitation skillsMust have a good knowledge of HRBA programmingMust have effective verbal and written communication skillMust be computer literate and have skills and experience in research, advocacy and lobbying workExposure in concept note/proposal development  |
| **PERSONALITY (State core personal attributes required for successful execution of the job)** | Excellent interpersonal skills, writing, presentation and negotiation skills, self-motivated and with an innovative mind-set, high learning ability, gender and children sensitivity, stress tolerance and good judgement. |
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| **Competency Profile** |
| **Competency** | **What it looks like** |
| **Tact** | Ability to handle conflict, confrontation, disagreement and delicate inter-personal situations  |
| **Emotionality** | Ability to control anger, frustration, tension and nervousness, especially in conflict situations |
| **Reliability** | Ability to keep to time and other commitments, deliver on commitments to others |
| **Change agent** | Ability to challenge the status quo, promote and endorse change through words and action |
| **Non-conventional thinking** | Ability to think strategically and radically to break existing patterns of working |
| **Listening** | Ability to listen to the views and ideas of other people, |
| **Communication** | Ability to write or speak in a manner that communicates the intended message without hurting other people |
| **Holding others accountable** | Ability to hold self and others accountable for delivering growth targets or goals |

Approved by: Head of Department

Date: