

Job description

Job Title	Programme Officer
Classification Level	National Staff
Organizational Unit / Duty Station (Department / Regional Office / Delegation.... etc)	Swedish Red Cross (SRC), Ramallah office, with field visits in-country
Immediate Supervisor's Title	Country Representative for Palestine
Technical Manager's Title	N/A
Number of Technical Reports	N/A
Number of Direct Report	N/A
Number of Indirect Reports	N/A

Job purpose

The Programme Officer will provide comprehensive support to the Swedish Red Cross Country Office, and its program and projects in Palestine, in the areas of project management, PMER, finance, and administration. Under the direct supervision and guidance of the Country Representative, the position will work closely with the Palestine Red Cross Society (PRCS).

Job duties and responsibilities

Project Management and PMER (50%)

- Contribute to the planning, budgeting, and reporting of projects to ensure that they are timely and in accordance with quality standards.
- Support the PRCS in project management and compliance with SRC procedures, regulations, and policies.
- Develop and support the application of an M&E framework and corresponding information management tools for SRC supported projects in close collaboration with the PRCS, to ensure reporting against indicators.
- Monitor project progress, ensure compliance with SRC program standards, and prepare SRC internal reports.
- Identify and report any issues that could affect project implementation, including safety and security concerns, difficulties to operate, and any developing situations that could hinder project implementation.
- Work closely with PRCS staff to ensure timely and quality implementation of project activities.
- Conduct regular field visits jointly with the PRCS to identify and help solve any critical challenges/issues faced in the projects.
- Collaborate with and assist the PRCS in assessing the capacities and needs of vulnerable groups and developing adequate response plans.
- Provide support to capacity building initiatives with the PRCS, including organizing trainings, workshops, and developing tools.
- Assist in preparing, designing, and implementing surveys, evaluations, and other relevant studies as needed for the project; this may include taking part in internal reviews to assess operational progress, including lesson learning reviews.
- Coordinate closely with the SRC technical advisors in Headquarters for support where required.

Finance and Administration (50%)

- Undertake budget/financial monitoring, as needed;
 - > Checking eligibility of project costs
 - > Reviewing financial reports
 - > Reviewing transaction lists
 - > Reviewing cash requests
- Assist in preparing budget and budget revision

- Ensure that agreed procedures for procurement are followed and that supporting documents are in accordance with SRC requirements
- Track project budgets and expenditures to ensure they are aligned with the approved budget and that all financial transactions are properly documented and accounted for.
- Provide guidance to PRCS for compliance with procurement and financial SRC procedures, as well as the preparation of financial reports in line with requirements.
- Assist in preparing agreements and payment requests
- Coordinate closely with the SRC Regional finance coordinator and SRC Controller in Headquarter.
- Maintain files and records in accordance with SRC procedures.
- Provide overall administrative support to the SRC Country Office, e.g., travel and meeting arrangements, office supplies purchase, etc.

Other duties and responsibilities

- Provide translation assistance during meetings involving various stakeholders (AR/EN).
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

Duties applicable to all staff

1.	Abide by and work in accordance with the Red Cross and Red Crescent principles
2.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Position Requirements

Education	Required	Preferred
Bachelor's degree in Project Management, Monitoring and Evaluation, International Relations, or a related field.	X	
Experience	Required	Preferred
Minimum of 4 years work experience in supporting programs in the development and/or humanitarian field	X	
Minimum of 2 years in project management	X	
Experience with planning, budgeting, reporting, finance management, procurement	X	
Experience of working for the Red Cross/Red Crescent and/or other humanitarian and development actors		X
Knowledge and Skills	Required	Preferred
Knowledge in needs assessments, M&E and information management tools	X	
Computer literate	X	
Excellent organizational and time management skills	X	
Flexibility and ability to work independently and as part of a team	X	
Analytical Skills	X	
Accuracy and attention to detail	X	
Organized and self-starter in work prioritising	X	
Experience with capacity building and facilitation of trainings/workshops	X	
Excellent interpersonal skills and be an excellent communicator	X	
Proficiency in writing plans, project proposals, narrative reports	X	
Ability to work in a cross-cultural environment	X	
Languages	Required	Preferred
Fluent in written and spoken English	X	