



## Vacancy announcement

<b>Job title</b>	<b>Program Officer</b>
<b>Reports to</b>	<b>Executive Secretary</b>
<b>Job Purpose</b>	
<p>The purpose of the Program Officer will lead project and program design, proposal development, information management, donor reporting and supporting project implementation. The program Officer will disseminate strategic information and awareness about OAFILAD’s activities, initiating programs and activities for OAFILAD offices with partners.</p>	
<b>Essential duties and responsibilities</b>	
<ul style="list-style-type: none"> <li>• Identify strategic partners for OAFILAD to partner with</li> <li>• Draft agreement with potential partners identified</li> <li>• Collect information from member states on programs currently underway or in the pipeline</li> <li>• Initiate programs with partners for the implementation in OAFILAD</li> <li>• Ensure the strategic plan is being used as a guideline for program selection</li> <li>• Support in the monitoring and evaluation of the strategic plan</li> <li>• Advise on Strategic direction for next phase of planning.</li> <li>• Conduct program reviews and prepare donor report and Member States report for management</li> <li>• Manage and monitor grants and prepare funding reports.</li> <li>• Provide guidance and maintain frequent communications with program partners</li> <li>• Perform any other duty as assigned .</li> </ul>	
<b>Knowledge skills and abilities</b>	
<ul style="list-style-type: none"> <li>• A master degree in social sciences, international relations, or any other relevant field of studies</li> <li>• At least two years’ experience in international relations or programming for an NGO</li> <li>• Excellent communication skills (oral and written)</li> <li>• Strong analytical skills</li> <li>• Great organizational skills</li> <li>• Knowledge in project management</li> <li>• Cross-cultural sensitivity, flexible world view</li> <li>• Ability to work with little supervision</li> <li>• Ability to travel internationally</li> </ul>	
<b>Language Skills</b>	
<ul style="list-style-type: none"> <li>• English and added advantage if French is spoken</li> </ul>	

Please email your curriculum vitae to [hr@oafilad.org](mailto:hr@oafilad.org) no later than **June 16, 2023** . Only short listed candidates will be contacted.