



seed madagascar

sustainable environment, education & development

Senior Programme Officer

(Madagascar based)

Position Overview

This in country post is based in our WASH and Schools Programme, and will provide support to emerging target areas focusing on; community solar electrification projects, WASH healthcare and education infrastructure development, and support the wider team in developing integrated service provision in rural schools.

This is a superb opportunity for a passionate development professional with one to three years of experience in grant writing, programme delivery and an interest in solar, WASH, or education projects, who would like to make the step into a management position.

The successful candidate will alongside national and international staff, communities and partners in Madagascar, supporting the grant writing, reporting, evaluation and continual development of our WASH and Schools programmes.

It is essential that the post holder has grant writing experience and is able to work in English to a high standard. Candidates who do not meet these criteria will not be considered.

About the organisation

SEED Madagascar is a British Charity working in partnership with communities in the southeast of Madagascar. We integrate high-quality community health, sustainable livelihoods, education infrastructure and conservation programmes to support long term, sustainable change while adding to International best practice through research and publication.

More information on the work of SEED can be found at www.madagascar.co.uk

Location: Fort Dauphin, Anosy Region, Madagascar

Timeframe: 18 months extendable (probationary period 3 months)

Terms and conditions: Local salary, contribution to a return flight to post of £1000 and to insurance of £600

Reporting to: Head of Programmes (WASH and Schools)

Duties and responsibilities:

Provide advice and support in the development of projects including: preparation and editing of funding proposals; preparation and editing of reports for external stakeholders; monitoring and evaluation of current projects; developing and updating guidelines and templates for external-facing materials; liaison with the London project development team and local staff; and support and mentoring of interns and programme officers.



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Core Duties

- Support programme officers and interns in compiling funding proposals based on past evaluation, team discussion and international best practice in an engaging and professional manner;
- Support programme officers and interns in writing project reports that clearly demonstrate the successes and challenges of the projects, learning from the project and providing clear budgetary information;
- Provide first-stage editing of all proposals and reports across the department to a high standard and providing detailed, constructive feedback to interns and programme officers;
- Support in the management of donor compliance across several projects, working with the head of programmes and the implementation team to ensure that project milestones are being met;
- Work alongside the head of programmes in problem-solving and providing additional support in line with emerging issues from project implementation;
- Manage pieces of long-term project work that require a higher level of expertise and experience across the department;
- Support in the recruitment of new staff and provide support, management, review and professional development to your team interns, programme officers and specialists;
- Foster essential cross-cultural collaboration, providing support to both the national and international teams to bridge gaps in understanding and priorities for project development and implementation;
- Provide pastoral care, guidance and act as a role model, both professionally and personally, for a team of early career professionals living in country;
- Develop and update resources to support project development processes, including proposal and budget templates and style guidelines;
- Assist departmental MEL specialists in developing MEL tools and analysing data, including the writing of MEL reports when needed;
- Support the growth of project development procedures, guidelines, and trainings, and provide project-specific information to inform policy development across the organisation;
- Work with the programme officers and interns to ensure that statistics, research, funding trackers, photo database and handovers relating to the projects are accurate;
- Oversee the project-specific website and social media content;
- Work with the national team and external partners in increasing their skills and capacity, providing mentoring or training where appropriate;
- Take an active role in project management meetings, leading discussions and standing in for the head of programmes where appropriate;
- Ensure all of SEEDs policies and procedures are evident throughout the work of the department, including those for safeguarding, whistleblowing and anticorruption, and undertake continual training to ensure these are promoted at all times;
- Liaise closely with the UK team in London ensuring clear communication at all times;
- Complete any other tasks required by the head of programmes or director of operations.



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Person specification

- Degree-level qualification or equivalent experience in WASH, international development, or have equivalent experience;
- Minimum of 1-2 years' professional experience of securing funding, project management, donor compliance and donor reporting;
- Familiarity with the use of project management tools including Logical Frameworks, Theory of Change models, Budgets, Activity Plans and Monitoring & Evaluation frameworks;
- Fluency in written and spoken English with excellent written communication skills, to the level of editing English documents for publication to a very high standard;
- French would be an advantage
- Excellent proposal and report writing and editing skills, with previous experience compiling project proposals and reports and the ability to tailor written information to various audiences;
- Demonstrate an understanding of and commitment to SEED's ethos and approach and be a good ambassador for the organisation at all times;
- Have passion, curiosity and motivation for the job and the ability to enthuse others;
- Experience of living and working in a developing country with the ability and desire to work with teams from different economic and cultural backgrounds and across multiple language barriers;
- Demonstrate proven ability to recognise and appropriately deal with challenging situations and problem solve;
- Demonstrate an awareness of and comfort with increased social and professional responsibility, working at all times with cultural sensitivity and respect;
- Demonstrate the ability, social skills and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures of SEED in order to protect both their safety and the reputation of the NGO;
- Be able to work to and advocate for all of SEEDs policies and procedures, safeguarding those that SEED works with and reporting any concerns appropriately;
- Be punctual and be able to work to tight deadlines in an organised manner and to a high standard;
- Be able to work both independently and as part of a team;
- Excellent listening and verbal communication skills and a flexible and patient attitude;
- Proficiency in Microsoft Office, particularly Word, Excel and PowerPoint.

Practicalities

The successful candidate will need to have their own laptop computer (non-tablet).

Application procedure

Interested applicants should send a CV and covering letter in English outlining how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on lisa@seedmadagascar.org



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Application Deadline: Wednesday 31st January 2024 at 23:59 GMT

Applications will be reviewed on an ongoing basis throughout this period. Candidates will complete an exercise and long-listed applicants will have an initial informal interview with Madagascar-based staff and those short-listed will then be offered a formal interview.

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.