

POSITION DESCRIPTION

A. TITLE OF POSITION : JUNIOR PROGRAM OFFICER
Type of Position : Non-supervisory
Reporting Relationships : Directly reports to Program Officers for Special Projects, Environment, Advocacy, Marketing and Networking, Management Information System and/or DEDPPP as necessary

B. GENERAL DESCRIPTION

- The Junior Program Officer shall provide technical assistance to the Program Officers for Special Projects, Environment, Advocacy, Marketing and Networking, Management Information System on the development and management of programs and projects consistent with the goals, objectives and outputs of the LCP annual and strategic plans.

C. DUTIES AND RESPONSIBILITIES

- Provides technical support to the Program Officers in designing, monitoring and evaluation of projects and programs
- Assists in establishing and maintaining linkages with national governmental agencies, international development institutions, non – government organizations, and other key governance stakeholders
- Drafts program/ project briefers and updates which are disseminated to member cities and LCP partners primarily through the League’s website and regular publications
- Prepare documentation of training activities and activity reports
- Performs other functions that maybe assigned from time to time

D. QUALIFICATION REQUIREMENTS

1. Education
 - Bachelor’s degree in social science, political science, urban and regional planning, public administration or any related field
2. Experience
 - Two (2) years work experience in project development and management in the public and/or private sector
3. Competencies
 - Technical
 - Ability to coordinate with development partners and other institutions
 - Research Skills
 - Diplomacy