

POSITION DESCRIPTION

A. TITLE OF POSITION	:	PROGRAM OFFICER FOR SPECIAL PROJECTS/ PROGRAMS
Type of Position	:	Supervisory
Reporting Relationships	:	Directly reports to the DEDPPP and Executive Director As necessary
Coordination	:	Program Officer for Advocacy, Marketing, and Networking

B. GENERAL DESCRIPTION

- The Program Officer for Special Projects/Program shall provide technical assistance to the Executive Director for Policy, Programs, and Projects and Executive Director on the development and management of programs and projects consistent with the goals indicated in the annual and strategic plans.

C. DUTIES AND RESPONSIBILITIES

- Oversee the implementation of programs and projects
- Establish and maintain linkages with national government agencies, international development institutions, non – government organizations, and other key governance stakeholders
- Provide technical assistance to the programs department including but not limited to the formulation of concept notes and proposals, training and research design, identification of partners, participants, and consultants, preparation of terms of reference, and actual conduct of the research and capacity building programs or activities
- Prepare program/project/activity reports
- Draft program/project briefers and updates, which will be disseminated to member cities and LCP partners primarily through the League's website and regular publications
- Supervise the Junior Program Officer
- Performs other functions that maybe assigned from time to time

D. QUALIFICATION REQUIREMENTS

1. Education
 - Bachelor's degree in social science, urban and regional planning, public administration, or any related field
2. Experience
 - Three (3) years work experience in project development and management in the public and/or private sector. Experience in working in programs/projects assisted by international development institutions is a plus
3. Competencies
 - Technical
 - Maintaining linkages with development partners and other institutions
 - Program/Project Development and Management
 - Procedures Development
 - Research skills
 - Work Program Planning
 - Problem Solving
 - Team Facilitation and Coordination
 - Contract Management

- Monitoring and Evaluation
 - Analytical Skills
 - Records Management
 - Diplomacy
 - Effective Negotiation
 - Knowledge of local development
- Managerial
- Planning
 - Organizing
 - Leading
 - Controlling
 - Decision Making
 - Crisis Management
 - Conflict Management
- Core
- Interpersonal Understanding
 - Oral Communication Skills
 - Written Communication Skills
 - Customer Service Orientation
 - Adaptability
 - Computer Literacy
 - Stress Tolerance
 - Work Quality
 - Work Habits and Productivity
 - Administrative Efficiency
 - Familiarity with the use of Office Equipment
 - Personal values are compatible with the organization's work ethics and standards

E. SUPERVISORY RESPONSIBILITY:

- Supervise the Junior Program Officer as well as the Project Consultants