



Statement of work - Program Officer 2025

Position description

The FCDE Program Officer (PO) will work under the direct supervision of the Program Director (PD) and will provide support to the site team in building the capacity of local partner organizations. The basic responsibilities of the Program Officer include assisting the site team in conducting Institutional Self-Assessments (ISA), implementing capacity-building work plans, and monitoring and documenting programmatic activities. LPOs' program activities and project outcomes.

Additionally, the Program Officer will cultivate strong, reciprocal relationships in the community ensuring that FCDE support is responsive and impactful. The Program Officer will exhibit creativity, critical thinking, and open communication as an integral team member.

Major Duties and Responsibilities:

A. Partnership Assessments, ISAs, and Capacity Building Work Plans Development

- Participate in assessing organizations for partnership fit
- Assist the site team in maintaining regular communications with the LPOs through written communication (letters, emails) and phone calls
- Assist the site team in conducting LPOs' Institutional Self Assessments
- Support LPOs in developing or updating organization profiles

B. Local Partner Capacity Building & Training

- Assist LPOs in developing, implementing and reviewing capacity-building work plans
- Arrange workshop logistics (venue, workshop materials -PowerPoint presentations,

Facilitators Guide, Participant Notes, etc.)

- Assist the site team in documentation and compiling workshop reports
- Provide monitoring reports to the PDs on the activities, successes, and challenges

C. Support in Monitoring FCDE Grants

- Participate in monitoring LPOs' FCDE-funded projects and share progress reports with the Program Director.
- Orient partners on the use of reporting templates to ensure compliance with FCDE grant reporting requirements.

D. Supporting FCDE Monitoring and Evaluation Process

- Annual M&E data collection from LPOs
- Document key findings and challenges from the data collection exercise to inform continuous improvement efforts.
- Conduct **field visits** to assess programmatic progress, identify challenges, and document success stories
- Identify **emerging capacity gaps** and recommend areas for additional support.

E. Other

- Perform other tasks as assigned by the Program Director and/or Co- Executive Director

Desired Qualifications

Education: Degree in Development Studies or any related field and demonstrates appropriate work experience in community development.

Skills and Abilities:

- Exceptional interpersonal skills
- Excellent team building and facilitation skills
- Computer skills (Internet usage, MS Office Suite, Google Drive, etc.)
- Advanced working knowledge of English and local language
- Knowledge in community development approaches

- Positive communication skills.
- Open to learning new skills and taking up new challenges.
- Evidence of strong report writing and documentation skills.

Status:

40 hours per week.