



JOB DESCRIPTION

JOB TITLE : **TECHNICAL OFFICER**
Department : Office of the Deputy Executive Director

ORGANIZATIONAL RELATIONSHIP

1.1 Reporting to : Deputy Executive Director
1.2 Supervising : n/a
1.3 Coordinating with : All units, Mancom

JOB SUMMARY

The Technical Officer is responsible for the following major deliverables in the Operations Group: (1) planning and coordination; (2) program and partnership development; (3) donors/investors and partners management; (4) governance support; and (5) administrative function/ secretarial support.

DUTIES AND RESPONSIBILITIES

1. Planning Support and Coordination

- 1.1 Coordinate the conduct of operations planning/meeting and related activities.
- 1.2 Document Operations Group (OG) meetings, planning, and evaluation.
- 1.3 Secure the monitoring reports of Operations Group including reports from Internal Audit and Control unit.
- 1.4 Monitor the budget performance (actual vs budget) of the Operations Group.
- 1.5 Prepare consolidated reports of Operations Group and submit to the Executive Deputy Director.
- 1.6 Coordinate with Management Services Group for OG's HR, financial and administrative requirements.
- 1.7 Coordinate with the Operations Group for any communication materials needed by the Communications Unit.
- 1.8 Coordinate with OG staff who are involve in task forces for institutional projects and multi-disciplinary teams for project appraisal, monitoring and evaluation.
- 1.9 Establish OG database management and information system.



2. Support to Program and Partnership Development

- 2.1 Assist in preparation of initial concept papers in the development of programs spearheaded by the office of the Deputy ED including funding/leveraging proposals.
- 2.2 Plan requirements for Consultants or Service Contractors to undertake specific tasks in program and partnership development.
- 2.3 Prepare terms of reference of Consultants or Service Contractors based on established policy, criteria and approved budget.
- 2.4 Source, monitor, and evaluate final output of accredited Consultants hired for a specific task or engagement.

3. Support to Donors/Investors and Partners Management

- 3.1 Process all Partnership or Donor-funded agreements and ensure that terms and conditions are in compliance with the Foundation's policies on Leveraging and Partnerships and satisfies the requirement of the donor/co-investor.
- 3.2 Monitor receipt of funds from Donors/ Investors and its subsequent release to selected project partners subject to compliance of the latter to terms and conditions.
- 3.3 Monitor PEF's compliance to Donor's reportorial requirements and agreed conditions.
- 3.4 Secure and review reports to Donors from relevant units under Operations Group and Management Services Group for the financial and budget performance report.
- 3.5 Package reports to Donors and submit to appropriate donor agencies upon clearance of the Deputy ED.
- 3.6 Coordinate logistical arrangements for meetings with Donors, visits to Partners and other networking activities and linkages.
- 3.7 Oversee the conduct of end-of-project evaluation for Co-funded projects.
- 3.8 Document lessons and learning based on knowledge, evidence and experience gained through management of Donors/Investors and Partners.

4. Support to Board Committee Management

- 4.1 Provide support to the Deputy Executive Director such as notice of meetings, agenda, documentation of minutes, and preparation of kit/materials for the Board Committees assigned to the Operations Group like Program Committee,



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KM Committee and SE Institute Committee, including representation in other organizations, e.g. PE Holdings.

- 4.2 Oversee presentation materials for the Board Committee meetings.
- 4.3 Provide the Deputy ED relevant reference materials needed for the meetings.
- 4.4 Coordinate referendum decisions of the Board Committees by ensuring complete documentary requirements, proper recording and transmittal of decisions and ratification of Board Committee referendum decisions.
- 4.5 Regularly update (semestral and annual) the decisions of the Board Committees assigned to Operations Group.
- 4.6 Advise Managers and Officers on Board Committee decisions or discussions that may affect plans, guidelines, and policies of the Operations Group.
- 4.7 Responsible for physical custody of documents and confidentiality of discussion.
- 4.8 Oversee logistical requirements of the Board Committee members.

5. Administrative Function/ Secretarial Support

- 5.1 Provide secretarial assistance to the Deputy Executive Director in, but not limited to, calendar management, drafting of correspondences, receiving guests, routing/tracking of documents.
- 5.2 Management of the Deputy Executive Director's meetings/events, travel, and accommodation.
- 5.3 Set up and maintain a document tracking and retrieval system for the office of the Deputy Executive Director.
- 5.4 Issue announcements from the office of the Deputy ED to internal and external stakeholders.
- 5.5 Distribute corporate materials to PEF institutional partners.
- 5.6 Oversee administrative requirements of the office.

JOB SPECIFICATION

EDUCATION AND EXPERIENCE

- Education – Bachelor's degree
- Experience – 5 years work experience in positions of confidential nature or in office management and corporate events. And with working knowledge on database and information system management.