



<b>ROLE DESCRIPTION</b>			
<b>Basic Data</b>			
Unit	Operations ( Areas & Programs)		
Title	Program Officer for Institution Building		
Level	Level 4 - Officer		
Nature of Employment	Project-based		
<p>Role Summary:</p> <p>Based on the approved 5-year SE strategic plan covering the period 2022 - 2026, the Program Officer for Institution Building provides support to partners on organizational development such as: effective board governance, financial management and controls, monitoring and management reporting, management and staff competency development, and risk management.</p>			
<p>Organizational Relationship:</p> <p>Internal:</p> <ul style="list-style-type: none"> <li>1.1. Reporting to : Senior Program Officer, Team Leader for agile projects</li> <li>1.2. Coordinating with : Area staff, other program staff, KM unit and other units</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>1.1. Partners and donors</li> <li>1.2. LGUs and other government agencies</li> <li>1.3. Consultants/ service contractors</li> </ul>			
<b>Duties and Responsibilities</b>			
	Responsibility		
	Fully	Partially	Supportive
1. Design a framework for the institution building program of the foundation. Develop tools for organizational needs assessment. Create a system to track progress of partners against identified gaps, and based on results - identify possible courses of action.	✓		
2. Prepare a 3-year program plan and budget for program expenditures and investment to partners. Identify and manage risks associated with the implementation of the plan. Refine and update program plan to respond to challenges and opportunities.	✓		
3. Provide technical support (like organizational needs assessment, identification of appropriate interventions - 3-year partner’s development program) to Area staff as the latter co-develop plans with the partners. Assist Area staff in the conduct of due diligence and delivery of institution building interventions.	✓		
4. Prepare and endorse proposals of initiatives and activities where the Program officer is the lead/ in-charge like learning exchanges, exposure visits and conduct of a PEF-wide training/ conferences/ seminars/ workshops. Manage the grant portfolio or program expenses.	✓		

<p>5. Leverage financial and non-financial resources related to institution building, including securing strategic partnerships with experts, mentors, and other enablers.</p> <p>Prepare and submit proposals to relevant donors/funding organizations. Manage the leverage funds for the program. Ensure compliance with donor requirements and contractual obligations.</p>	✓		
<p>6. Conduct research and benchmarking to ensure that strategies, content, and delivery mechanisms are positioned to deliver optimum results.</p> <p>Serve as a focal knowledge hub for the assigned program including the maintenance of a database of learning materials, training programs, needs assessment and progress reports. Keep up to date with new innovations in methods and approaches in institution building. Share best practices and lessons learned to staff, our partners and other stakeholders.</p>	✓		
<p>7. Continuous coordination with Area and other Program staff to discuss progress of plans, challenges encountered and areas for improvement. Adjust accordingly the program plans in order to respond to the changing needs/ situation.</p>	✓		
<p>8. Develop skills of Area staff necessary to effectively and efficiently execute the institution building program.</p>	✓		
<p>9. Based on the approved plans and timelines, monitor and evaluate the institution building program at the levels of output and outcome. Draw lessons and insights from program implementation, identify factors for success and failures. Apply learnings to improve program outcomes and strategies.</p>	✓		
<p>10. Source and create a network of trainers, consultants, speakers, experts, mentors and volunteers. Promote interaction among them.</p> <p>In coordination with Area staff, hire Consultants to undertake specific tasks, monitor performance of deliverables, and evaluate their final outputs.</p>	✓		
<p>11. Develop institution building interventions with an agile team.</p> <p>Lead or participate in agile teams being created for other projects. If team leader, evaluate team performance.</p>	✓		✓

<b>Competencies</b>	
<p><u>Non-Technical</u></p> <ul style="list-style-type: none"> <li>● Coaching</li> <li>● Communication</li> <li>● Impact and influence</li> <li>● Innovation/Continuous learning and empowerment</li> <li>● Judgement and decision making</li> <li>● Program delivery capability</li> <li>● Systems thinking</li> <li>● Team and technical agility</li> </ul> <p>(See details in the attachment)</p>	<p><u>Technical</u></p> <ul style="list-style-type: none"> <li>● Program development and management</li> <li>● Institution building/ Organizational development</li> <li>● Collaborative partnerships/Resource leveraging</li> <li>● Monitoring and evaluation</li> <li>● Knowledge management</li> <li>● Risk management</li> </ul> <p>(See details in the attachment)</p>

## Education and Experience

- Education – Bachelor of Science or Arts
- Experience – 5 years work experience in a similar role; organizational development, capbuild design; training/consulting/ mentoring; working with multidisciplinary team