



SENIOR PROGRAM OFFICER FOR COLLABORATION

ROLE SUMMARY

The Senior Program Officer for Collaboration will facilitate collective impact within the area by ensuring that collaborative systems (i.e., framework, networks, and spaces) are harnessed and in place. PEF agenda shall be aligned to and shared by relevant stakeholders both institutionally and locally. With this, collaborations will occur across sectors (i.e., economic and non-economic), both informally (tactical) and formally (strategically). Financial and technical support to each of the identified components of the collab system relevant to the area plans and the institutional development agenda can be extended to the appropriate partner/s. This shall enable stakeholders to attain common goals and share resources aimed at the improvement and resiliency of vulnerable households on a sustained basis.

The Senior Program Officer provides leadership, guidance and support to the program officers.

QUALIFICATIONS

- Bachelor's degree in Sociology, Organizational Development, Development Management, or related field. Preferably with Master's Degree
- At least five years work experience in a similar role; able to work with multidisciplinary teams.

DUTIES AND RESPONSIBILITIES

- Review and update operations manual, policies and procedures pertaining to programs. Ensure its compliance.
- Develop skills and competencies of the Program staff through coaching. Monitor performance of the staff and provide timely feedback. Ensure that Program staff subscribe and adopt to the multidisciplinary and team approach in the course of performing their functions.
- Provide guidance and advice to staff needed to resolve implementation issues and problems.
- Develop collaboration program development, management, M&E system with an agile team. Lead or participate in agile teams being created for other projects. If team leader, evaluate team performance.
- Design a framework for the collaboration program: (1) area plan's engagement with key stakeholders, (2) support strengthening of collaboration agenda development and execution and (3) tracking of progress of collaboration responses.



- Develop tools on (1) common agenda development, (2) stakeholder assessment and engagement, and (3) system development/ scorecard.
- Prepare a 3-year collaboration program plan and budget. Identify and manage risks associated with the implementation of the plan. Refine and update program plan to respond to challenges and opportunities.
- Scope for non-SE programs/collaborators that can be integrated in the areas/core programs.
- Review and endorse project proposals to assist local organizations to effectively own, co-own and co-develop programs (ie. cap dev for bridging leaders, backbone support, planning workshops etc). Manage the grant portfolio of the assigned program.
- Develop and maintain relationships and collaborations for various forms of partnerships locally and nationally. Leverage financial and non-financial resources.
- Produce or facilitate creation of knowledge products and research outputs that support program development and implementation.
- Serve as a focal knowledge hub for the assigned program. Monitor new and emerging trends in the external environment and identify opportunities. Share best practices and lessons learned to staff, our partners and other stakeholders.
- Continuous coordination with Area and other Program staff to discuss progress of plans, challenges encountered and areas for improvement. Adjust accordingly the plans in order to respond to the changing needs/ situations.
- Develop skills of Area staff necessary to effectively and efficiently execute the collaboration program.
- Based on the approved plans and timelines, monitor and evaluate the collaboration 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.
- Hire Consultants to undertake specific tasks, monitor performance of deliverables, and evaluate their final outputs.