



## IBP – POSITION ANNOUNCEMENT

<b><u>POSITION TITLE:</u></b>	<b>Program Officer</b>
<b><u>TEAM:</u></b>	Training, Technical Assistance and Networking (TTAN)
<b><u>Reports to:</u></b>	Manager for Training, Technical Assistance and Networking (TTAN)
<b><u>Status:</u></b>	Exempt, Full-time
<b><u>LOCATION:</u></b>	Washington, DC
<b><u>Travel:</u></b>	Moderate

**JOB PURPOSE and SUMMARY:** The **Program Officer** will work as part of the Training, Technical Assistance and Networking (TTAN) Team to ensure that IBP responds in a collaborative, effective and timely manner to learning and capacity building needs articulated by the civil society organizations (CSOs) with which IBP partners. The Program Officer will work most closely with IBP partners in Sub-Saharan Africa, but will also be involved in projects that involve partners in other regions of the world.

**ESSENTIAL DUTIES of the JOB:** The Program Officer will be expected to:

1. Participate in developing the program strategy for and priority activities of the Training, Technical Assistance and Networking (TTAN) Program, assist in developing TTAN's annual work plans and budgets, and collaborate with colleagues to ensure that the TTAN Program contributes in the most collaborative and effective way possible to the realization of IBP's mission
2. As part of the TTAN team, conceptualize, develop, implement and assess initiatives intended to provide learning and capacity building opportunities to partners in IBP's Learning Network. Take specific responsibility for liaising with designated partners, for the most part in Sub-Saharan Africa, which includes negotiating with them about their learning and capacity building needs; identifying the best approaches and formats for meeting those needs; mapping out and enabling the horizontal exchanges, technical assistance and/or other support that the IBP provides the partners; and take responsibility for follow-up to and evaluation of any such initiatives.
3. Coordinate closely with other IBP colleagues to conceptualize, develop, realize and assess capacity building support required for the effective implementation of other IBP programs, mainly the Catalyst/SPARK Program and the Open Budget Initiative. This includes negotiating the capacity building needs of program partners and/or program staff, as appropriate; identifying the best formats for realization of capacity building to meet specific objectives; mapping out and enabling the delivery of technical assistance and other appropriate capacity building interventions support that TTAN or IBP more broadly will provide; and assist with the evaluation of the same.
4. Conceptualize, develop and monitor training initiatives; develops curricula and training materials and resources consistent with principles of adult education and learning.
5. Assist in developing TTAN's Budget Learning Resource Center, and in conceptualizing and realizing a platform for the delivery of learning programs around public finance management and civil society budget work.

6. Closely monitor and report on the progress of implementation of TTAN priority activities to the Manager for Training, Technical Assistance, and Networking (TTAN).
7. Facilitate relations with capacity building partners of IBP, including through representing IBP in relevant meetings and conferences.
8. Collaborate and coordinate with all other IBP teams as may be required to support, document, and evaluate TTAN program implementation, including participating in periodic review meetings and initiatives to work through process improvements for the TTAN program and partner support protocols.
9. Take on other TTAN-related tasks as requested by the TTAN Program Manager.

**OTHER RESPONSIBILITIES:**

10. Participate in IBP all-staff retreats, and in all TTAN team meetings.
11. Contribute to drafting terms of reference for consultants, and support the execution and monitoring of consultant performance.
12. Coordinate closely with the IBP Administrative team for all administrative and logistical needs.
13. Comply with all IBP administrative and financial protocols, policies and procedures

**JOB COMPETENCIES:**

**EDUCATION:**

- Bachelor's degree in economics, public policy, social science or a related development field, required; Master's degree, preferred.

**EXPERIENCE:**

- Minimum of 2 to 5 years' experience working with CSOs or social movements, at least some of that time in Sub-Saharan Africa
- Minimum of 2 to 5 years' experience conceptualizing and implementing projects related to public finance management, preferably in developing countries
- Experience with adult education/popular education work, specifically in conceptualizing, delivering, facilitating and monitoring training programs for civil society organizations

**KNOWLEDGE AND SKILLS:**

- Language skills – Fluency to English required; French highly desirable
- Proven ability to conceptualize, develop plans for and carry projects through to completion
- Solid strategic thinking capabilities and the ability to analyze the political contexts within which CSOs work
- Understanding of organizational development
- Strong written and verbal communication skills
- Strong interpersonal and cross-communication skills, and the ability to thrive in and contribute to a culture of collaboration and teamwork in a diverse work environment
- Ability to work well independently with minimal supervision while maintaining regular communications with colleagues
- High level of organization; a strong ability to prioritize tasks to meet multiple deadlines
- Proficiency with Microsoft Office package, required; proficiency with other specialist software applications, desirable

#### ATTRIBUTES

- Personal qualities of integrity, credibility and a commitment to and passion for IBP's mission
- Highly flexible and adaptable to shifting environments; work well under pressure
- Motivated to learn and willing to contribute to learning initiatives

#### PHYSICAL DEMANDS:

- International travel may be extensive at times
- The position supports occasional event or publication preparation which may require lifting or moving of items that weight up to 30 lbs.

October 2017