



**The INTERNATIONAL BUDGET PARTNERSHIP**

Is currently accepting applications for the following vacancy:

<b>Position:</b>	<i>Senior Program Officer</i>
<b>Program / Unit:</b>	Capacity Building
<b>Opening date:</b>	September 14, 2015
<b>Closing date:</b>	October 14, 2015
<b>Job location:</b>	<i>Washington, D.C.</i>
<b>Employment Status:</b>	<i>Full time, exempt</i>

**OVERVIEW:**

The International Budget Partnership (IBP) collaborates with civil society around the world to analyze and influence public budgets in order to reduce poverty and inequality, and improve governance. IBP is looking for a dynamic individual with substantial experience in strategic thinking and program design within civil society organizations (CSOs) to join its capacity building team and assist in strengthening the budget analysis and advocacy work of the CSOs with which IBP collaborates. The Senior Program Officer will work out of IBP's Washington, DC office.

**POSITION OVERVIEW:**

The Senior Program Officer contributes to IBP's Capacity Building Team expertise in strategic thinking on building CSO capacity to do analysis of and advocacy on public finance and fiscal justice issues. S/he offers strong capabilities in program conceptualization, design and implementation, as well as extensive knowledge of and capabilities in applying adult learning approaches and methodologies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:**

1. Provides mentoring and technical assistance to IBP country program staff on capacity building initiatives that are intended to realize goals and objectives of IBP's work in country. Identifies overall strengths of and challenges faced by these capacity building efforts, and recommends approaches and/or initiatives to build on the strengths and effectively address the challenges.
2. Identifies capacity building initiatives that could usefully be shared more broadly among the country programs, within IBP as a whole, or with IBP partners, and collects and disseminates information about these initiatives through appropriate formats and outlets.
3. Conceptualizes, designs, implements and evaluates, as needed, other initiatives identified as priorities within IBP's capacity building strategy.
4. Provides technical assistance, as needed, to the capacity building initiatives undertaken by IBP's Open Budget Initiative, International Advocacy, Communications, and Learning programs.
5. Provides direct technical and training support, on occasion, to IBP colleagues and IBP partners
6. Participates in developing the strategy for and priority activities of the capacity building program, develops annual work plans and contributes to budgeting exercises, and collaborates with colleagues to ensure that the capacity building program best contributes to the realization of IBP's mission

**OTHER RESPONSIBILITIES:**

7. Participates in IBP all-staff retreats, and in all Capacity Building Team meetings

8. Approves, manages and / or monitors consultants for the capacity building program, as appropriate or required
9. Represents IBP in international workshops and conferences, as required and/or designated
10. Complies with IBP-wide administrative and financial protocols, policies and procedures

#### **QUALIFICATIONS and REQUIREMENTS:**

##### **EDUCATION:**

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

##### **EXPERIENCE:**

- 8-10 years' experience in, strategic thinking around, and implementation of, CSO advocacy work
- 8-10 years' experience conceptualizing, designing, implementing and evaluating civil society social justice initiatives
- At least 5 years' experience working in different country contexts
- Solid exposure to public finance issues and civil society budget work, demonstrating a keen understanding of issues of public resource management and the roles that civil society can play in effecting improvements
- Significant experience in conceptualizing, managing, and facilitating capacity building support for civil society organizations, including developing and delivering training and technical assistance support, and designing and developing training materials

##### **SKILLS:**

- Solid understanding of CSO organizational development
- Excellent interpersonal and cross-cultural communication skills
- Ability to thrive in and contribute to a culture of collaboration and teamwork in a diverse work environment
- Excellent written and verbal communication skills; high-level ability to communicate effectively with partners, colleagues, consultants, and representatives of government and other multilateral organizations
- High level of organization; a strong ability to prioritize tasks to meet multiple deadlines
- Language requirements: Fluency in English and strong proficiency in one or more of the following: French, Spanish, and/or Arabic.
- 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 and works well under pressure
- Motivated to learn and willing to contribute to learning initiatives

##### **PHYSICAL DEMANDS:**

- International travel may be extensive at times

#### **COMPENSATION:**

Salary commensurate with experience, and excellent benefits package, including three health insurance options; dental and vision care; life and long-term disability insurance; retirement; and generous vacation, sick leave, and holiday schedules.

**TO APPLY:**

Send a cover application letter and resume by email to [applications@internationalbudget.org](mailto:applications@internationalbudget.org). Please put the position title - *Senior Program Officer, Capacity Building* - in the subject line.

**No phone calls please.**

**International Budget Partnership is an equal opportunity employer.**