

**INTERNATIONAL BUDGET PARTNERSHIP**  
**at the Center on Budget and Policy Priorities**  
is currently accepting applications to fill the following vacancy:

<u>Position:</u>	<i>Training Program Officer</i>
<u>Program / Unit:</u>	<i>Capacity Building Program</i>
<u>Opening date:</u>	<i>November 12, 2013</i>
<u>Closing date:</u>	<i>December 15, 2013</i>
<u>Job location:</u>	<i>Preferably in Washington, D.C., but negotiable</i>
<u>Overseas travel:</u>	<i>Extensive (20 percent of time)</i>

**ORGANIZATIONAL OVERVIEW:**

The **International Budget Partnership (IBP)** is based at the Center on Budget and Policy Priorities in Washington, D.C. Established in 1997, IBP collaborates with civil society organizations in countries around the world to use budget analysis and advocacy as a tool to improve governance and reduce poverty. In addition to its support to civil society efforts within countries to improve budget policies and implementation, IBP and its partners conduct research and advocate at the national and international level for improvements in budget transparency, participation, and accountability.

The **Capacity Building Program** within IBP provides capacity building and training support to all IBP program partners.

**POSITION OVERVIEW:**

IBP seeks a **Training Program Officer** for its Capacity Building team, which leads the training and learning support for all IBP country programs that aim to shift national and subnational budget policy, processes, and outcomes toward greater transparency, participation, and accountability. The Capacity Building team conceptualizes, designs, delivers, and evaluates training workshops, learning events and activities, and the complementary resource materials required for IBP's different capacity building initiatives. The Capacity Building team is responsible for a comprehensive approach to building the skills and knowledge of IBP's civil society partners that includes formal workshops, learning exchanges, technical assistance, and mentorships.

The **Training Program Officer** is expected to lead on the conceptualization, design, delivery and evaluation of specific capacity building interventions to be offered to IBP partners. Additionally, the **Training Program Officer** will lead in formulating and implementing the most appropriate methods for providing mentorship and technical assistance to individual IBP partners.

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

The **Training Program Officer** is expected to work in close coordination with other colleagues from the Capacity Building team and the other IBP programs on the following essential duties:

- Lead in the conceptualization, design and development of specific capacity building interventions for IBP program partners
- Collaborate in reviewing and revising existing capacity building resources and materials to respond to changes in the composition and direction of the work of IBP programs, as well as shifts in the needs of partner organizations
- Lead in formulating and implementing the team's strategy for providing program advisers and technical assistance to IBP partners, including responding to individual partner's needs and organizing how that support is provided
- Provide program advice and technical assistance directly, where appropriate
- Collaborate in implementing, monitoring, and reviewing the team's strategy for providing capacity building and training support to IBP

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

The requirements listed below are representative of the knowledge, skills, or abilities required to perform the essential duties of this position satisfactorily:

- Master's degree in development studies, social science, public administration/policy, social science, education, or related field, or equivalent work experience
- Must have knowledge and familiarity with public finance management, or a subset of this field
- At least 5-7 years' experience in adult/popular education work with civil society organizations, specifically in developing and delivering training programs, developing training materials and resources, and providing program adviser support and technical assistance to civil society groups and organizations
- At least 2 years' experience in civil society budget work, public finance management, or a subset of these or a related field
- Must be able to deliver capacity building initiatives in the English language
- Must be able to work independently to produce agreed upon outputs and to meet deadlines
- Must be able to operate MS Office and other software programs
- Must be able to meet general administrative responsibilities expected of all IBP staff
- Fluency in Spanish or French desirable
- Extensive (20 percent of time) travel will be required

#### **COMPENSATION:**

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

#### **TO APPLY:**

Send a resume and cover letter via email to [mbutler-norris@internationalbudget.org](mailto:mbutler-norris@internationalbudget.org). Please note the position title – IBP Training Program Officer – in the subject area of your email.

**The Center is an Equal Opportunity Employer.**