



Naymote Partners For Democratic Development (PADD)

Job Vacancy

Regional Project Officer – 1 Position

Program Title:	Program Field Officer
Duty Station:	Regional Office Bong County (100%)
Donor Funded Program	Sweden
Project Duration	3 Years
Gender M/F	Females are highly encouraged to apply
Job Type	Full Time
Background & Profile of Naymote	Naymote Partners for Democratic Development is a mission-driven organization that advances the principles of good governance, rule of law and participatory democracy. Since 2001 Naymote has initiated several programs to foster political accountability, thereby making elected leaders more accessible, responsible, and accountable to the electorates, building the capacity of local leaders to be more effective in service delivery, increasing youth and women participation in decision-making processes, conduct research on citizens' perception on the working of the lawmaker, produced publications on youth participation in local government, fostering social accountability, and legislative openness etc.
Objective of the Position:	The Field Project Officer will work to support the Program Manager and Program Coordinator by undertaking daily implementation of planned project activities and provide monthly project reports to Central Office. The Field Project Officer will be based at Naymote Regional Office in Bong
Working Hours/Weekly	40 hours with one hour/Lunch
Application Opened Date:	October 7, 2022

JOB DESCRIPTION (JD) – Regional Project Officer

Responsibilities	<ul style="list-style-type: none"> • Manage and monitor grants and prepare funding reports. • Provide guidance and maintain frequent communications with program hierarchy. • Analyze and troubleshoot program challenges. • Develop best practices to improve overall program performance • Assist in budget preparation and expense management activities for the programs. • Plan and execute program activities in a timely and accurate manner. • Conduct program reviews and prepare reports for management. • Prepare meeting agenda, organize meetings and distribute minutes.
Role	<ul style="list-style-type: none"> • Assist in developing and monitoring annual work plans and budgets, as well as associated deliverables and results/outputs. • Prepare, coordinate reviews, edit, and disseminate project-related reports and documents, including subcontract scopes of work, county strategies, progress updates, programs, and other documents and reports. • Prepare project contract documents (subcontracts, sub-agreements, purchase orders as requested; • Create and maintain the projects' SharePoint site(s) and assist with project-related information management • Develop management tools that can be adapted for other programs as needed, e.g. budget tracking tools and create systems to help manage subcontracts and sub-grants. • Work closely with the Finance Department at central office to develop, monitor, track and analyze annual, quarterly and monthly expenditures compared to project budget. • Ensure that project budget projections are accurate and expenditures are properly tracked, including accruals.

	<ul style="list-style-type: none"> • Ensure various program funding mechanism rules and regulations are followed according to donor and lead partner expectations. • Manage procurement process, serving as headquarters point person for field. • Liaise with field office staff, including HR and Operations staff, on various operational, technical and program areas as well as project-related personnel issues.
Education required & professional experience:	<ul style="list-style-type: none"> • Bachelor's degree in relevant field with a minimum of 3 - 5 years of experience in program management. • Experience in finance, administration, and management, developing and tracking budgets, procurement and operational deliverables. • Experience with USAID funded projects highly desirable. • Comfortable working in teams as well as acting independently in the implementation of specific tasks, multitasking and prioritizing, working under pressure and meeting deadlines • Ability to work and communicate with a diverse group of people of various cultural backgrounds • Strong oral and written communication skills, including editing skills. Proficient in Microsoft Office software including Word, Excel, and PowerPoint
Application Process	<p>Application package;</p> <ul style="list-style-type: none"> • Motivation Letter: One page • Curriculum Vitae (CV), Minimum 2 pages • Contact details 3 professional referees • Submit the application to: info@naymote.com and cc: spencertaire@gmail.com • Subject Line: Application for the position of Regional Project Officer (Bong) • Qualified females are encouraged to apply as Naymote believes and promotes equal opportunities for all.
Others	<ul style="list-style-type: none"> • Be adaptable and flexible enough to take on new challenges and master them. <p><i>*only shortlisted candidates will be contacted for further steps.</i></p>
Application Closing Date:	October 13, 2022