

Job Overview			
Job Title	Programme Officer		
Reports to	Programme Director		
Direct Reports	None		
Unit		Review Date	October 2023
Department/ Section	Programmes	Grade	15
Location	One of GPAF's current locations but flexible as GPAF implements a hybrid work location model with Work-from-home being the main base of our work location.		

Main Purpose of the Role	<ul style="list-style-type: none"> ▪ Provide high-quality support to the Programme Director, with priority given to increased programme integration by working closely with Programme unit Heads and other programmes functions. ▪ Produce the relevant reporting for the Programme Division and monitor the relevant budgets to the highest standards. ▪ Work closely with the Programme Director to manage prioritization of workload and demands. ▪ Coordinate integration with global organizations and effectively support the running of the department and engagement with relevant international organizations / communities. ▪ Support the Programme Director with promoting information-sharing within the Programme. ▪ Coordinate planning of programme events and meeting ▪ Produce the relevant reporting for the Programme Division and monitor the relevant budgets.
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Principal Accountabilities		
Key Results Areas	Main Duties	% of Job
Support the programme Director in effective leadership of the programmes department.	<ul style="list-style-type: none"> ▪ Support the Programme Director put project tools and processes for programme integration and information sharing in place. ▪ Assist in monitoring the effectiveness of these tools and processes - and feedback to the Programme Director. ▪ Act as first point of contact for internal and external queries/requests to the Director and keep informed of organisational developments in order to provide direct responses appropriately ▪ Manage and run processes for prioritizing the workload of the Director and actively support the Director to meet their 	40%

Note:

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	<p>obligations including through maintaining and proactively managing an actions list, coordinating the preparation of decisions and correspondence.</p> <ul style="list-style-type: none"> ▪ Provide executive support to the Director and ensure smooth day-to-day running of the department in order to contribute to the development and realization of the overall Greenpeace Africa Programme strategy. ▪ Take minutes and organize meetings led by the Programme Director and remind the Programme Director of lead action points to be implemented, as well as keeping track of PLT Action points and managing the follow up thereof within the PLT. ▪ Creating an extensive online platform to share all relevant documents with the PLT and updating whenever needed. ▪ Line Manages interns in line with the program / organisational aims and objectives as the need arises. Taking the lead on the Induction process and introduction to GPAf of any new appointment by the Programme Director at Management level within the Programme Department. ▪ Keeping abreast of the Director’s direct reports Performance Management System progress and noting it down in a central online location. ▪ Ensure regular check-ins with the Director and their PLT members, making sure that the Director is aware of any developments. ▪ Management of interns according to project needs. 	
<p>Knowledge and Information Management System</p>	<ul style="list-style-type: none"> ▪ Act as first point of contact for internal and external queries/requests to the Director and keep informed of organisational developments in order to provide direct responses appropriately. ▪ Coordinate and input into the development and evaluation of various cross-cutting processes or tools such as on <i>Response, Monitoring & Evaluation</i>, etc. ▪ Assists the coordination and development of various cross-cutting processes, as directed by the Programme Director ▪ Maintain departmental record and be responsible for regular internal communication as directed by the Programme Director. Create various convenient tools (online and offline) to assist in supporting knowledge sharing and communication within the Programme Department. 	<p>20%</p>

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	<ul style="list-style-type: none"> Action point arising from meetings prioritized for Programme director Action 	
Reporting	<ul style="list-style-type: none"> Ensure appropriate reporting: collecting, collating, and finalizing four quarterly reports, board reports, and various mid-year and end-year reports and presentations – in a timely, comprehensive, and highly professional manner. Taking the lead on the Year End Reporting for the GPI PAL Unit, obtaining input from all GPAf Programme Units and consolidating all the relevant information onto the feedback forms before seeking sign off from the Programme Director. 	20%
Personal Assistance	<ul style="list-style-type: none"> Organize travel, interviews and appointments for the Director as required optimizing use of time in a given location. Provide administrative support to the Director as required, including managing Director's leave forms (sick, annual and TOIL) all Payment Requests and Expense Claims, keeping track of TOIL days as earned by the Director, and managing mileage claims whenever the Director makes use of their personal vehicle. 	5%
Budgets and Financial Documents;	<ul style="list-style-type: none"> Keep track of the budgets which the Programme Director is the budget holder of and notify of overspends and underspends. 	10%
Project Planning and Support	<ul style="list-style-type: none"> Checking of all payments to be signed off by the Programme Director, obtaining necessary supporting documents and cross-referencing with claims; providing foolproof sign offs for the Director. Obtaining monthly invoices from GPAf's consultants; creating necessary paperwork and seeking sign off, followed by submission to the Finance Department. Providing extensive support to colleagues in the Programme Department based outside of Head Office and South Africa in putting together the relevant documents for their payments and seeking sign off, followed by submission to the Finance Department 	
Critical Working Relationships		
Internal		
Audience	Reason for Contact	
Project Leads	Collaboration	

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MEL	Collaboration
External	
Audience	Reason for Contact

Required Qualifications & Experience	
Preferred Qualifications	Bachelor's Degree in Project Management or related
Preferred Experience	5 years' work experience in related field knowledge of project cycle, project design and M&E Excellent oral and written communication skills; able to quickly gather, synthesize and summarise information in a clear manner Report writing skills

Required Skills & Behaviors	
Skills	Behaviors
Organisational and planning	
Coordination skills	Attention to details

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