

Terms of reference for Programme Officer

Summary of position: Under the supervision and directives of the Executive Director, the Programme Officer supports/implements/coordinates HRAB's programme development through the Terms of Reference as furnished below:

Programme Officer ToR:

1. Programme development, implementation, monitoring and evaluation.
2. Develop the annual workplan for programme areas
3. Develop programme grant application, summary and final reports for the donors.
4. Provide feedback on programmes to Executive Director
- 4.1. Provide programme summary reports, grant applications, other funding requests and for communications (online, publications etc)
- 4.2 Implement a fundraising strategy
- 4.3 Implement projects and monitor and provide updates on the progress
5. Track projects and submit timely reports with quantitative and qualitative aspects.
6. Monitor project expenditure allowing timely re--appropriation and avoid over and under expenditure.
7. Submit and discuss issues and problems after completion of each programme for future guidance.
- 8 Provide any other support as needed.

General Services

1. Maintain professional links with other organisations and establish new networks.
2. Contribute to team learning by coordinating regular office meetings and learning sessions.