

Programme Officer – Grants and Reporting

(international position - fluent in written and spoken French and English is a requirement)

Deadline:
26-04-2026

Contact person:
Tom Martinez

Place of Work:
Bangui

Who are we?

DanChurchAid (DCA) is a Danish non-governmental organisation, and in CAR it has been implementing humanitarian response activities since 2015.

DCA works within the triple-nexus framework with three strategic pillars focusing on Humanitarian Mine Action (Risk education and Victim assistance), Food Security, Livelihoods and Climate Change adaptation integrated with Conflict prevention, social cohesion and peacebuilding activities. This follows a holistic approach aiming to improve people's ability to cope with the effects of armed violence and to enhance economic resilience in a challenging and deteriorating context.

DCA is committed to the Grand Bargain and the Localization agenda, and all DCA projects in CAR are partially or fully implemented through local partnerships.

DCA is an organization rooted in faith-inspired principles and identity, yet remains open and inclusive to all, regardless of their beliefs, traditions, or practices. In collaborating with DCA, you'll find that our core values of compassion, proactivity, responsibility, and respect consistently drive our efforts towards saving lives, building resilient communities, and combating extreme inequalities. We anticipate that you align with these values, understanding that they inspire the essence of our work.

About the job

DanChurchAid (DCA) is looking for a highly motivated and qualified individual for the role of Programme Officer (JPO) to contribute to the attainment of the DCA CAR Country Programme objectives. The position will be based in Bangui, CAR, with potential travels to the field, depending on the security situation.

The main functions of the JPO are to support the Head of Programme in overseeing the management of all DCA grants, ensure timely reporting and donor compliance, increase and diversify current funding which includes donor strategy review and analysis, external communication, data analysis of projects and proposal writing. S/he plays a central role in supporting timely and quality reporting, both internally and externally, as well as accompanying project cycle management, monitoring and evaluation and general coordination of activities, also facilitating follow up between programme and operational departments. S/he facilitates smooth internal communication and coordination with relevant departments and contributes to DCA external communication strategy. S/he also contributes to DCA CAR's wider fundraising efforts by participating in the development of project proposals in line with DCA's global and in-country programme strategy.

Major Responsibilities

Under the supervision of the Head of Programme and in close collaboration with the advisors in Copenhagen, the JPO is responsible for providing support with:

- Work with colleagues in CAR and Head Quarters in Copenhagen (HQ) to ensure appropriate grants management of internationally-funded projects, including ensuring the quality and timely submission of donor reports in collaboration with DCA colleagues.
- Work with colleagues in CAR and HQ and with local partners in developing new project proposals, ideas and concept notes.
- Assisting Head of Programme and Country Director in building relations and increase visibility of DCA and develop communication tools and material towards both donors, partners, INGOs and other key stakeholders.
- Ensuring that all funded projects meet the visibility and communication requirements of their respective funding agencies.
- Writing monthly stories (testimonies, success stories, etc.) for DCA's media and communications department to be shared on various platforms, including social media and websites.
- Assisting with the Monitoring, Evaluation, Accountability, and Learning (MEAL) of DCA's programme in CAR, including relevant data analysis.
- Providing support to the development of the new DCA Country Programme in CAR.
- Ensuring constructive and close collaboration with relevant units and colleagues in DCA, both in CAR and in Headquarters.

- Perform any other duties as assigned.

Specific responsibilities

Fundraising

- Organize regular meetings to facilitate fundraising efforts
- Track funding opportunities (with HQ) and initiate 'go/no-go' decision process
- Facilitate timely proposal development - together with partner organizations, other INGO staff and DCA colleagues (of departments) as well as with relevant departments of DCA HQ and ensure that high quality proposals are developed by setting internal timelines, facilitate good flow of information, support with write-up, review the quality of the proposal and submission to HQ for final submission meeting all deadlines.
- Actively participate to project proposal writing (including Concept notes, full proposals, logical frameworks, Action Plans etc).
- Assist in building relations and increasing visibility of DCA among both donors, private sector, partners, INGOs, and other key stakeholders

Project Development & Implementation

- Actively assist in the project design and development process by providing inputs to the design and formulation of programme/ project proposals and initiatives;
- Quality assurance of the project cycle management in collaboration with the HoP (Ensure that key programmatic phases are compliant with donors' requirements and according to the projects' timelines;
- Ensure compliance with DCA internal reporting requirements, specifically by updating the internal information management system and document database (PPD);
- Support training of local partners in on result-based management, reporting and basic MEAL.

Reporting

- Own the donor/reporting tracker keeping it regularly updated (existing and prospective grants) and in a shared location for all key staff, so that to ensure internal and external reporting requirements and deadlines are met
- Establish reporting database of the project clearly showing the internal, HQ and donor deadlines.
- Orient the project team on reporting requirements and provide feedback to improve the quality of the reports.
- Review reports from the project staff and ensure the reports meet the quality requirement of the recipients.
- Support with grants management of internationally funded projects including ensuring the quality and timely submission of donor reports in collaboration with DCA colleagues.
- Take part in annual report preparation.

Communication

- Support development of background documents, briefs and presentations related to areas of the CO expertise.
- Participate in the development of DCA website and social media regarding CO activities in CAR.

About you

To be successful in this role the ideal candidate has:

- A university degree in political science, international development, social sciences or a related field.
- Relevant work experience—preferably international—within humanitarian organisations or development programmes.
- Strong experience in reporting, proposal writing or programme implementation, with excellent written French and English.
- Knowledge of donor compliance and grants management (EU, ECHO, Danida, US agencies,

UN agencies, etc.).

- Strong interpersonal and intercultural communication skills, with the ability to quickly build trustful relationships in complex environments.
- Experience or interest in media and communication work.
- Proven ability to conduct research, analyse data and present findings clearly.
- A proactive, organised and flexible approach, with the ability to manage several processes simultaneously while maintaining attention to detail.
- Knowledge of DCA's programmatic areas is an advantage.
- **Must be fluent in written and spoken French and English.**
- Maximum of 4 years of professional experience after graduation.

We offer

DCA will offer the successful applicant a 1-year contract according to the DCA handbook. A competitive package for salary and benefits is offered. There is a possibility of prolongation, dependent on both funding and performance.

Deadline for applications is **26 April 2026**. We expect the person to be ready to start and deploy to Bangui during **May 2026**. Prior to deploying to Bangui, the candidate will have to complete a security training. Only online applications are considered. Contact Tom Martinez at toma@dca.dk for questions about the position.

Salary (net pay-out) will be DKK 24.436,33 including pension.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.