

DanChurchAid is looking for a Junior Programme Officer (JPO) for our Mali programme

Deadline:
31-12-2024

Contact person:
Souleymane Djanken Touré

Place of Work:
Bamako

DanChurchAid (DCA) is looking for highly motivated and qualified individual for the role of Junior Programme Officer (JPO) to contribute to the attainment of the DCA Mali/Sahel Country Programme objectives. The position will be based in Bamako, Mali, with potential travels to Burkina Faso and 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.

Who are we?

DanChurchAid (DCA) is a Danish non-government organisation. DCA has been implementing humanitarian response activities in Mali since 2013, operating in the Northern and Central parts of the country. In 2022, DCA started cross-border humanitarian interventions reaching the Western part of Burkina Faso as well.

DCA works within the triple-nexus framework through Conflict prevention, social cohesion and peacebuilding, Risk Education on mines and explosive remnants of war and Victims Assistance, Food Security, Livelihoods and Climate Change adaptation, with 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 Localization agenda, and all DCA projects in Mali are partially or fully implemented through local partnerships.

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:

Grant Management

- Ensuring appropriate grants management of international funded projects, including ensuring timely coordination of quality project reports with project managers in the field and submission to donors
- Working with colleagues in Mali and HQ and with local partners in setting up strong consortiums and developing new project ideas, concept notes and proposals
- Producing proposal development schedules and track timelines
- Writing sections of proposals that speak to our overall capabilities and to the context and draft key sections of proposal that are standard inputs (e.g. capacity statements, country context, programme experience), while coordinating the inputs of technical advisors and support services

Donor Engagement

- Developing and maintain systems to track positioning and donor engagement strategies
- Assisting the 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

Communication

- 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

Collaboration and support

- Assisting with the Monitoring, Evaluation, Accountability, and Learning (MEAL) of DCA's programme in Mali/Sahel, including relevant data analysis.
- Providing support to the development of DCA Country Programme in Mali/Sahel
- Ensuring constructive and close collaboration with relevant units and colleagues in DCA, both in Mali and in Headquarters
- Actively participating in relevant coordination meetings in-country (i.e. clusters, working

groups, etc.)

- Perform any other duties as assigned

About you

To be successful in this role the ideal candidate has:

- A university degree in political science, international development, or other related sciences as well as some working experience, preferably internationally
- Experience working for an international humanitarian organization
- Experience with humanitarian programmes, programme development, proposal writing, or implementation, incl. excellent French and English writing skills
- Knowledge of grant management of international donors, e.g. EU, ECHO, Danida, US agencies, UN agencies and other institutional donors
- Good interpersonal and communication skills with experience in engaging with people of different cultures and backgrounds, including cultural awareness and ability to build relationships quickly with a wide variety of people being mindful of the high-risk settings
- Skills in media and communication work
- Demonstrated ability to develop and lead research, surveys, and data analysis
- Flexible, pro-active, self-motivated and good at coordinating and organising own work as well as that of the team, while managing several processes at a time. This should be combined with a strong attention to detail
- Knowledge of DCA's programmatic areas is an advantage
- Fluent in written and spoken French and English
- The requirements are a maximum of four years professional experience since completing a university degree

We offer

DCA will offer the successful applicant a 12-month JPO contract according to the DCA handbook. A competitive package for salary, allowances and benefits is offered. There is a possibility of prolongation, dependent on both funding and performance.

Deadline for applications **December 31, 2024**. We expect the person to be ready to deploy to Bamako around March 1st, 2025. Prior to deploying to Bamako, the candidate will have to complete a security training. To apply click the apply button below. Only online applications are considered. Salary and conditions will be approx. DKK 25.000 including pension.

All qualified candidates irrespective of age, gender, race, religion, or ethnic affiliation are encouraged to apply for the vacancy. Women and minorities are particularly encouraged to apply. Only online applications consisting as a minimum of a CV and a cover letter will be considered, and only shortlisted candidates will be contacted.

For further information please contact Souleymane Djanken Touré, Head of Programme, at sodto@dca.dk

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.