

Job Posting

Programme Officer (full time)

Starting date: as soon as possible

Location: Geneva

Contract type: temporary for 6 months with prospect of permanent employment

Send application to: eclt-jobs@eclt.org

About us

Founded in 2000, Eliminating Child Labour in Tobacco Growing Foundation (ECLT) is an independent, Swiss foundation, based in Geneva, Switzerland with projects around the world. We are committed to collaborative solutions for children and their families that combat the root causes of child labour in communities where tobacco is grown. We advocate for strong policies, share best practices to multiply our impact, and engage rural families so they can benefit from farming while ensuring that their children are healthy, educated, and encouraged to reach their full potential.

General scope of the role

The Programme Officer will integrate into a small team of highly motivated and skilled professionals who work together to improve children's life. S/he will be responsible for the management, supervision, and where necessary, direct implementation of development programmes in 2-3 countries. S/he will liaise directly with implementing partners and key stakeholders in order to ensure the successful programme and project delivery. The Programme Officer will provide programme operations and management support on the ground and advise on administration, finance and logistics. S/he further assists in designing and developing project management systems. The position reports to the Programme Manager and is expected to work autonomously with only limited supervision and in close collaboration with all other functions of the Foundation.

Key Responsibilities

Project Development

- Contributes to the project design including desk scoping work, preliminary recommendations and scoping missions
- Supports the review of submitted concept notes and project proposals
- Facilitates selection of implementing partners

Project Management

- Monitors the projects' progress
- Maintains and monitors project plans, project schedules, budgets and expenditures
- Conducts monitoring visits
- Assesses project risks and determines project adjustments
- Ensures projects are compliant with regulations and adhere to frameworks
- Ensures proper documentation according to internal and external requirements

- Creates a project management calendar that ensures project objectives are met

Monitoring & Evaluation & Reporting

- Supports the Senior Programme Manager in the project evaluation process
- Extracts and analyses performance data on project indicators to feed into internal and public communications
- Prepares project completion reports and country briefs

Other

- Acts as the internal focal point between the Programme and Advocacy teams to ensure coordinated workflow and alignment
- Supervises and mentors junior programme staff

Qualification

University degree in international development, economics, human rights, law, or other relevant discipline

Work Experience

- At least 5 years of proven experience as program officer or in a similar position
- Experience within an international organisation or in a developing country context is a must

Required skills

- Good knowledge of development programmes management, methodologies and tools
- Knowledge of budgeting, bookkeeping and reporting is a plus
- Good understanding of international human & labour rights frameworks
- Experience in engaging stakeholders at national and local levels is a plus
- Good level of IT skills (MS office, SharePoint, WordPress, Internet navigation, social media and data visualization)
- Oral and written professional proficiency in English and French
- Spanish, Portuguese or any other language spoken in country of programme delivery is a plus
- Strong team worker, able to collaborate with culturally diverse teams
- Ability to work under pressure and to meet challenging deadlines through excellent time management and organisational skills
- Excellent communication and presentation skills, able to convince and adapt to various audiences
- Self-motivated, proactive and striving for continuous improvement
- Detail-oriented and efficient

Further conditions

- Regular global travel to all countries where we are delivering programs (currently Uganda, Guatemala, Tanzania, Mozambique, Indonesia & Malawi) or intend to start programs
- Travel time may take up to 15-20% of work.

- Valid Swiss work permit

We are looking forward to receiving your full application (CV, max. 1-page motivation letter, Diplomas and Work Certificates) at

eclt-jobs@eclt.org