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| JOB TITLE: Senior Programme officer | |
| TEAM: Programme management department/International Programs and Advocacy | LOCATION: Rome, with frequent travels |
| SALARY: Gross Salary in a range of Euro 27.000 and 32.000 according to the level of expertise and skills | |
| Child Safeguarding: Level I | POST TYPE: National |
| Reports to: Head of portfolio management department | |
| Line management responsibility: no | |
| <p>ROLE PURPOSE:</p> <p>As member of the Portfolio Management Department, the Senior Programme Officer is responsible for the development, management and oversight of SC Italy <i>full spectrum</i> programme portfolio in the geographic area assigned by the head of department.</p> | |
| <p>KEY AREAS OF ACCOUNTABILITY</p> <ul style="list-style-type: none"> • Key accountability for the implementation of SC Italy strategy in the assigned geographic area • Coordinates SC Italy engagement in Countries and Regions from the different areas of IP&A • Oversees and coordinates the “end to end” awards cycle • Maximizes opportunities for the growth and development of SC Italy portfolio in the assigned geographic area, in line with the strategy • Main interface with SCI Country office and Regional office staff • Builds strong knowledge of in Country context and Country office structure and capacity; as such, builds a broad range of relations at Country and Regional programme level • Contributes to the development of new practices and tools to streamline processes and improve quality and efficiency of work • Provides programmatic information to feed into production of content for advocacy, technical and content management teams • Leads on Country offices performance assessments • Responsible for the oversight and monitoring of the budget of the assigned geographic area <p>Programme development</p> <ul style="list-style-type: none"> • Key responsibility in ensuring correlation between funded projects and SC Italy strategic priorities and direction • Related to the above, approves opportunities on AMS and provides input in the Go/No Go Process • Responsibility for maximizing funding opportunities for the development of the Regional portfolio, in line with the strategy and set growth objectives • Revision and appraisal of project proposals, in coordination with technical and proposal development staff as appropriate • Responsible for the final approval of institutional and private project proposals • Main interface for SC Italy Corporate Donors team for the development of programme opportunities <p>Programme management</p> <ul style="list-style-type: none"> • Responsibility for the preparation and monitoring of SC Italy budget for one of the four geographic areas, including monitoring of funding allocations • Oversight of SC Italy funded projects, monitoring progress of projects and providing input/advice to implementation teams in Country offices, as needed • Responsible for programmatic feedbacks to project reports and for their final approval • Responsible for ensuring general compliance with Donors requirements (no financial specific), including providing advice/support to COs • Inputs into risk assessment process • Liaises with technical team to ensure planning and coordination of relevant technical support in the programme within the Regional portfolio • In collaboration with HR, carries out recruitment of project staff when needed | |

Financial specific:

- Responsible for project budgets monitoring, including monitoring of budget variances and assessing/approving amendments
- Responsible for consistency check between budgets and projects planning/narrative documentation
- Responsible for the substantial assessment of the financial report (over/underspent)
- Supports the Finance team in the final reconciliation, liaising with COs if necessary

Humanitarian

- Oversight of SC Italy humanitarian contributions in one of the four geographic Regions
- Participates to update calls related to the active emergency responses in the geographic area and recommends opportunities for SC Italy support
- Liaises with SC Italy roster focal point, collaborating to detecting opportunities for surge support in Countries and Regions
- As part of their full spectrum portfolio, responsible for programme management of institutional humanitarian projects; guarantees good knowledge of contexts and SCl programmatic approaches/needs assessments and acts as focal point for Institutional Donors Geographic Desks for the management of projects within their portfolio.

Person specification

- At least 5 years of working experience in development cooperation/humanitarian aid, in a programme management related position
- Overseas working experience of at least 2 years
- Fluent in Italian and English
- Flexibility to take on relevant tasks as needed and to adapt to an International NGO dimension