

Job Description



Job Title:	Programme and Network Coordinator		
Cluster:	Innovation For Change		
Salary:	US \$55 152 (Including benefits)	Contract Type:	12 Months (with a possibility of an extension)
Location:	Flexible, with international travel required. The candidate must have the right to work in their location.		
Reports to:	Innovation for Change Lead		
Direct Reports:	Projects Officers, Assistants, and technical support members		
Job Role			
Role Overview:	<p>The Program and Network Coordinator is a vital role responsible for overseeing and implementing the Digital Democracy Initiative. They possess strong decision-making skills and are accountable for managing all aspects of the initiative. This includes coordinating team members, monitoring progress, and managing partners, including donors. The Program Coordinator strategically allocates resources, sets priorities, and establishes timelines for activities. They collect and analyze data to ensure the initiative stays on track and achieves its objectives. Effective coordination of team members and fostering strong partnerships are also key responsibilities. The Program Coordinator plays a critical role in the success of the Digital Democracy Initiative through their adept decision-making and management abilities.</p> <p>DDI aims to contribute to promoting and protecting local inclusive democratic space in the digital age. We will work to enable and amplify civil society through the improved use of digital technology for civic engagement by local civil society actors operating in restrictive contexts in the global south.</p>		
Areas of Responsibilities	Key Activities		
Program and Stakeholders Management and (50%)	<ul style="list-style-type: none"> - Lead and oversee the management of the DDI program, including start-up, co-design, sub-granting, MEL, communications (internal and external), and close-out. - Oversee the implementation and track activities and budget according to the agreed work plan, assess progress and ensure delivery. - Lead the selection and engagement of local partners, monitor their deliverables in coordination with the project officers. - Lead relationship-building and cultivation of relevant local and international partners and stakeholders, liaising with them bilaterally or collectively to ensure effective coordination and reach. - Represent CIVICUS in the program forums and decision-making spaces - Ensure that result-based participatory monitoring, evaluation, and learning (MEL) approaches, and Program Quality and Innovation framework are used throughout the life of the initiative and align with CIVICUS' Integrated Results Framework. 		

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	<ul style="list-style-type: none"> - Manage relationships, procurement and contracting with essential service suppliers. - Recruit and coach project staff and technical support teams.
Grant management and reporting (30%)	<p>Work together with relevant finance, operations, partnerships & resource mobilization teams to:</p> <ul style="list-style-type: none"> - Develop regular narrative and financial progress reports for internal and external stakeholders, ensuring alignment with the programme's communication strategy and target. This entails (also in agreement with local partners) putting in place systems and processes to ensure compliant, timely and accurate financial and progress reporting. - Identify, mitigate, and communicate about risks around external stakeholders' engagement, strategy/programme, people finance, operations, compliance, and environment. - Ensure transparent, compliant, and accountable management and oversight of funds awarded to CIVICUS.
Cross-organisational Coordination (10%)	<ul style="list-style-type: none"> - Lead internal CIVICUS coordination to deliver the workplan in line with the CIVICUS strategic goals, including the cross-team planning, development and implementation of the workplan. - Organize learning events for effective programmatic knowledge sharing within the CIVICUS secretariat and the broader alliance
Other	<ul style="list-style-type: none"> - The role holder will from time to time be required to carry out any other duties that are within the scope of the job. - All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> - Postgraduate degree in Development Studies, Social Sciences, International Relations or another related field, or equivalent work experience - Excellent written and verbal communication in English, fluency in another official UN language an advantage.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> - A minimum of 7 years' work experience in a relevant field - Strong understanding of the digital landscape and its impact on democracy and civic engagement - Project coordination experience with increasing level of responsibilities. - Extensive technical, grant, and budget management expertise. - Experience in building and maintaining working relationships across diverse teams and geographies, and ability to work collaboratively in "remote work" settings. - Ability to coordinate high-level meetings and communicate feedback on key decisions made with donors and external partners
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> - Excellent knowledge of civil society trends in different regions, particularly realities of smaller and less formal civil society groups in the Global South