

Job Description



Job Title:	Programme Assistant		
Salary:	USD 20061 (excluding benefits)	Contract Type:	12 months. (with a possibility of an extension)
Location:	Remote		
Reports to:	Programme and Network Coordinator, Digital Democracy Initiative		
Direct Reports:	N/A		
Job Role			
Role Overview:	The post-holder will support the implementation of several activities of CIVICUS’ project with the Digital Democracy Initiative (DDI) under the supervision of the Programme and Network Coordinator. The role will provide administrative, operational, technical, logistic and content support for DDI activities and processes, with a focus on accounting and administrative support for the new digital resiliency grants provided by DDI and the CIVICUS Crisis Response Fund. CIVICUS follows a horizontal and cross-cluster operational model. The post-holder will therefore work with and be supported by various clusters and teams.		
Areas of Responsibilities	Key Activities		
Administrative and grant making support (60%)	Under the supervision of DDI’s Programme and Network Coordinator and working closely with DDI’s Programme Officer, support relevant teams with various administrative and programmatic tasks such as: • Liaising with prospective/selected partners on administrative and financial issues. • Following/documenting selection and granting processes, including reference and sanctions checks, developing subgrant contracts, filing/storing relevant documents and working with finance and operations to process payments and follow-up on these. • Providing input to draft CIVICUS narrative and financial progress reports, as well gathering reports/data from partners. • Track implementation of grantee partners, responding to any programmatic and administrative queries arising, and supporting them with the development of financial and narrative reporting, compilation of reports, etc. • Supporting the development of periodical reports related to DDI resiliency grants.		
Support to project implementation, impact and	Under the guidance of DDI’s Programme and Network Coordinator, support the implementation of programmatic, knowledge management and network engagement aspects of the initiative, such as:		

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accountability, learning and network engagement (30%)	• Provide logistic and technical support to relevant teams in scheduling, organising and documenting meetings, virtually and in person. • Collate learnings, impact, updates and key knowledge from DDI activities to improve its ways of working and share them within and outside the CIVICUS Secretariat and alliance. • Liaise with grantee partners for periodic catchups, follow-up actions, and for M&E processes.
Other (10%)	-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	• Bachelor's 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	• Familiar with civil society, and/or civic space global trends. • Ability to work collaboratively in "at-home, remote work" settings across time-zones, with an international team and in a multi-cultural and diverse environment. • Demonstrable experience (at least 3 years) supporting project implementation, particularly with grants administration and reporting and providing logistic and technical support to meetings, events, and teams. • Excellent IT skills, including experience with MS Office, and common online collaborative platforms such as, Sharepoint, Google docs, Miro and/or Mural • Ability to manage and meet multiple deadlines
Desirable Knowledge, skills and Experience	• Preference for candidates with practical hands-on experience and/or understanding of the funding realities of civil society groups in the Global South. • Working knowledge of Spanish/French/Arabic • Demonstrable experience of supporting procurement processes • Good communication and/or knowledge management skills