Job Description

Job Title:	**Programme Officer**		
Cluster:	Innovation and Quality Management		
Salary:	38095 USD per annum,	**Contract Type:**	6 months (Non-renewable)
Location:			
Reports to:	Program and Network Coordinator		
Direct Reports:			

Job Role
(The Job Role explains what would be required of the role; with a summary of the role (role overview) and then the key responsibilities with relevant activities expected for each)

Role Overview: (Please write a single paragraph that gives three to five details applicants will find most exciting about the job.)	As the DDI Programme Officer, you will hold a critical role in advancing the Digital Democracy Initiative's (DDI) mission. Your responsibilities will encompass three key aspects: designing and developing an interface for the DDI Crisis Response Fund (CRF), creating initial communication materials to introduce the DDI to CIVICUS members, and providing support in the selection and processing of CRF DDI proposals. Your work will be instrumental in expanding the DDI's reach and impact in the field of digital democracy.

Areas of Responsibilities (Please list the key responsibilities for this role in about 6 key performance areas)	**Key Activities** (Please list all the key activities under each responsibility in no more than 5 bullet points. Ensuring that they are specific to the key performance area)
Design and Develop DDI Crisis Response Fund Interface	• Collaborate with the DDI and CRF team to understand the specific needs and requirements of the CRF. • Design an intuitive and user-friendly online interface for the DDI CRF, ensuring accessibility and usability. • Assist in the design of the technical infrastructure and functionality of the CRF interface, allowing for seamless proposal submissions and review. • Conduct user testing and gather feedback to refine the CRF interface for optimal performance.
Develop Initial Communication Material for DDI	• Create a comprehensive content plan for introducing the DDI to CIVICUS members and the wider community. • Develop engaging and informative content for the DDI webpage, including text, graphics, and multimedia elements. • Coordinate the launch of the DDI, organizing events, webinars, or other promotional activities to garner interest and participation. • Craft compelling narratives and messaging to communicate the DDI's mission and objectives effectively. • Collaborate with the communication cluster and DDI teams to ensure consistency across all communication materials.

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Support the Selection and Processing of CRF DDI Proposals:	• Assist in the development of the proposal submission guidelines and criteria for the CRF. • Organize the review process, coordinating with reviewers, and ensuring a fair and transparent evaluation. • Collaborate with the CRF team to select and prioritize proposals that align with the initiative's goals. • Support the grant disbursement process, ensuring compliance with funding agreements and reporting requirements.
Person Specification (Please outline the key qualifications, languages required for the role followed by about 10 essential criteria and 2-3 desirable criteria – these need to be measurable and are usually used to do the initial longlist/shortlist for the role)	
Education, Language & Qualifications	• Bachelor's degree in a relevant field (e.g., communications, digital design, international development).
Essential Knowledge, skills and Experience	• Proven experience in designing and developing contents that engaged different stakeholders • Strong communication and content creation skills, including proficiency in written and visual communication. • Knowledge of digital democracy, civic engagement, or related fields is a plus. • Exceptional organizational and project management skills. • Ability to work independently, as well as collaboratively within a diverse team. • Familiarity with grant management and proposal evaluation processes is advantageous. • Proficiency in relevant software and technologies for web design and content creation.
Desirable Knowledge, skills and Experience	• Speak additional languages