

# Job Description

Job Title:	Programme Officer - EU SEE LOT2		
Cluster:	Advocacy & Campaigns		
Salary:	USD 36,692.07 per annum (excluding benefits)	Contract Type:	12 months (with the possibility of an extension) subject to satisfactory performance and funding availability.
Location:	Remote. The successful candidate must have the right to work in location where they are based.		
Reports to:	Project Coordinator - EU SEE Flexible Support Mechanism LOT 2		
Direct Reports:	None		
Job Role			
Role Overview:	<p>CIVICUS is part of the Flexible Support Mechanism (FSM) consortium under the European Union System for an Enabling Environment for Civil Society (EU SEE Lot 2), responsible for coordinating funding and advocacy initiatives that strengthen civic space across Asia, the Middle East, the Pacific, Sub-Saharan Africa, the Americas, and the Caribbean.</p> <p>The Programme Officer will play a pivotal role in administering and monitoring grants under the FSM while also contributing to advocacy efforts that amplify grantee partner voices.</p> <p>Working closely with the Project Coordinator, as well as finance, operations, and other CIVICUS clusters, the Officer will review and process grants, oversee due diligence, support monitoring and learning, and facilitate capacity strengthening for grantee partners.</p> <p>The holder of this position will also support the co-design and implementation of internal grant-making processes, platforms, and tools to strengthen coherence across CIVICUS and avoid duplication.</p> <p>This role requires a dynamic professional who can balance grant-making responsibilities with strategic support and a solidarity-driven approach to grantee partners, ensuring resources reach frontline civil society while promoting enabling environments globally.</p>		
Areas of Responsibilities	Key Activities		
Grant Coordination EU SEE LOT 2	<ul style="list-style-type: none"><li>Review, select and process grants under the EU SEE FSM</li><li>Ensure transparent, fair, and efficient due diligence processes.</li><li>Coordinate the accompaniment of grantee partners, responding promptly to questions and needs.</li><li>Provide tailored technical and operational support to grantees to strengthen project delivery and compliance with donor requirements.</li></ul>		

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	<ul style="list-style-type: none"> <li>Support co-design sessions, target groups and other key stakeholders for their input and feedback on the flexible support mechanisms.</li> </ul>
Monitoring, Evaluation and Learning	<ul style="list-style-type: none"> <li>Act as a bridge between grantee needs and CIVICUS clusters, ensuring resources and expertise are effectively utilized.</li> <li>Support the preparation of timely financial and narrative reports for internal use and donor submission.</li> <li>Providing support obtaining data and upload periodically on the Consortiums monitoring evaluation and learning dashboard.</li> <li>Facilitate learning opportunities (online and offline) throughout the grant cycle, fostering relationship-building and collaboration.</li> <li>Conduct capacity assessments and facilitate access to capacity-strengthening tools and resources for grantee partners.</li> <li>Co-create knowledge-sharing mechanisms that support peer learning among grantee partners.</li> </ul>
Internal and Cross-organizational Coordination	<ul style="list-style-type: none"> <li>Contribute to the setting up of internal mechanisms to facilitate and manage the different grant making processes at CIVICUS to ensure there is coherence to avoid duplication.</li> <li>Support the coordination of referrals internally between the different funding mechanisms.</li> <li>Organize regular learning sessions (online and offline) to share grant management lessons and advocacy outcomes with staff, members, and partners.</li> <li>Build connections between CIVICUS clusters and grantee partners.</li> </ul>
<b>Person Specification</b>	
Education, Language & Qualifications	<ul style="list-style-type: none"> <li>Degree in social sciences, political science, international relations, finance or accounting systems, economics, or related field.</li> <li>Fluency in verbal and written communication in English, additional language proficiency in Spanish, French and/or Arabic is an advantage.</li> </ul>
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> <li>At least 3-5 years of professional experience in a civil society organization or related field, with 2 years focused on human rights, civic space, and/or advocacy.</li> <li>Experience in grant making to civil society and monitoring and evaluation of grants.</li> <li>Experience with budgets and preparing both financial and narrative reports.</li> <li>Sound understanding of international affairs, development, and civil society issues.</li> <li>Excellent interpersonal skills and ability to work in a multicultural setting</li> <li>Excellent IT skills, including experience with MS Office and Human Resource Information Systems.</li> <li>Demonstrated experience providing high-level administrative support to grant-making processes.</li> <li>Demonstrated meticulous attention to detail and respect for systems oversight.</li> <li>Commitment to CIVICUS's vision, mission, values and ways of working.</li> </ul>
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> <li>Experience working in a consortium or a group of organizations that support civil society organisations including less formal groups and excluded communities.</li> <li>Experience in grant making for civil society and ability to detect and respond to restrictive conditions or opportunities.</li> <li>Adaptability and resilience in fast-changing political and operational contexts.</li> </ul>

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	<ul style="list-style-type: none"><li>• Collaborative mindset with a focus on learning and solidarity.</li><li>• Ability to work independently while contributing to collective goals.</li></ul>
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