

Job Description



Job Title:	Programme Coordinator - BMZ		
Cluster:	Advocacy and Campaigns (ADC)		
Salary:	USD 48852.90 per annual (Excluding benefits)	Contract Type:	12 Months (Renewable) subject to satisfactory performance and funding availability
Location:	Remote with some level of international travel required. The successful candidate must have the right to work in location where they are based		
Reports to:	Advocacy and Campaigns Lead		
Direct Reports:	Programme Officer - BMZ		
Job Role			
Role Overview:	<p>The Programme Coordinator will coordinate CIVICUS activities to implement the “Bridging the Gaps: Expanding Resources for Equitable Empowerment” project which aims to support and strengthen local civil society organizations, which have difficulties to receive international funds because they are traditionally excluded and smaller, less formal groups, in countries with at least obstructive civic spaces. The project is part of the CIVICUS’ Crisis Response Fund mechanism.</p> <p>They are responsible for monitoring effective coordination across the program team, grant recipients and other stakeholders. They will lead in ensuring that CIVICUS’ commitments in the project are efficiently implemented including inception, governance, provision of grants, monitoring evaluation and learning, communications and periodic reporting to donors.</p> <p>The Coordinator will oversee the delivery of the project with agreed timelines, processes and quality standards. They will work with and be supported by different clusters and teams. The Coordinator will also work closely with relevant colleagues at CIVICUS to co-design and implement internal grant making processes and platforms that would facilitate the provision of grants to partners in an agile manner, strengthen coherence and collaboration, and avoid duplication in the process.</p>		
Areas of Responsibilities	Key Activities		
Leadership and Coordination	<ul style="list-style-type: none">• Support the development and implementation of strategies aimed at identifying gaps in advocacy and support for civil society organizations and movements.• Coordinate responses and support to civil society in the form of flexible support and grants for actions that will prevent a deterioration in an enabling environment for civil society and strengthen positive developments.• Work with other Crisis Response Fund (CRF) teams within Civicus to ensure coordination and effective delivery of the CRF mechanism.• Ensure that the project contributes and is aligned to the goals of the ADC Team and CIVICUS strategic objectives.		

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Project Coordination and Advocacy	<ul style="list-style-type: none"> • Coordinate grant support to civil society organizations including less formal groups, grassroots organizations and marginalised groups • Prepare and implement calls for proposals, accompaniment processes and selection procedures. • Manage and monitor grants in line with donor requirements and internal processes. • Coordinate periodic consultations and co-design sessions with target groups and key stakeholders for feedback on flexible support mechanisms. • Provide technical and thematic support to grantees and partners and analyze trends affecting civic space in target regions. • Support country monitoring for potential grant interventions and contribute to CIVICUS' resourcing strategy. • Work with Advocacy Officers to identify prospective grants in countries undergoing civic space crises • Work across clusters to ensure effective dissemination of grant-related information.
Managing partner relations	<ul style="list-style-type: none"> • Open and curate spaces to engage with diverse civil society actors in decision-making about support mechanisms. • Foster partnership with grantees for learning, information sharing, and alliance building.
Monitoring, Evaluation and Learning	<ul style="list-style-type: none"> • Develop timely financial and narrative reports in line with donor requirements. • Organize learning sessions and alliance-building opportunities throughout the grant cycle. • Support capacity assessments and link grantees to relevant strengthening tools.
Internal and Cross-organizational Coordination	<ul style="list-style-type: none"> • Coordinate the inception phase designing calls for proposals, processes to accompany grantees, and selection procedures. • Establish internal systems to streamline grant-making and avoid duplication. • Organize internal learning sessions to share project insights with staff, members, and partners.
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • Master's degree in social sciences, Politics, International Relations, Development Studies and any related field or equivalent work experience. • Fluency in verbal and written communication in English, additional language proficiency in Spanish, French and/or Arabic is an advantage.

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Essential Knowledge, skills and Experience	<ul style="list-style-type: none">• At least five years of professional experience working on human rights advocacy, tracking and reporting on human rights conditions• Demonstrated prior experience in managing donor-funded programs with grant making components.• Good understanding of the resourcing landscape for civil society especially in contexts with restricted civic space• Expertise in flexible, inclusive, and responsive funding models for local groups.• Experience managing projects and working with an alliance of civil society organisations.• Strong analytical, strategic thinking and planning and reporting skills.• Demonstrated collaboration, coordination and partnership building abilities, both internally within an organisation and externally.• Strong and effective writing and verbal communication skills• Demonstrated ability to work in a multicultural environment.• Experience in establishing systems and processes for monitoring and learning, sharing outcomes and for effective communication.• Experience leading project teams and engaging effectively with grantees, partners, and donors.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none">• Experience managing projects with civil society organizations, including less formal and excluded groups.• Familiarity in grant making processes in restrictive environments• Experience working with members-based organisations and responding to multiple demands from civil society.