

Job Description



Job Title:	Programme Assistant – Local Leadership Labs Project Close Out		
Cluster:	Strategic Initiatives		
Salary:	USD 20,820.20 per annum, (excluding benefits)	Contract Type:	3 Months
Location:	Remote		
Reports to:	Advisor: Strategic Initiatives		
Direct Reports:	None		
Job Role			
Role Overview:	<p>The post-holder will support the close out of the Local Leadership Lab (LLL) initiative under the supervision of the Advisor: Strategic Initiatives, and in close collaboration with the Project Coordinator – LLL. This post will be a short-term role from the start date (ideally 1 April) to 30 June 2026 only.</p> <p>The role will provide administrative support for the project close out, guided by the project close out plan. This may include liaising with local partners and other stakeholders to support them to wrap up their subgrants and other activities but will primarily focus on supporting the collation and filing of project data and learnings to support institutional knowledge retention and adherence to organisational and funder requirements when closing a project.</p> <p>CIVICUS follows a horizontal and cross-cluster operational model. The post-holder will therefore work with and be supported by various clusters and teams.</p>		
Areas of Responsibilities	Key Activities		
Support to Project Close Out Implementation (40%)	<p>Under the guidance of the Advisor: Strategic Initiatives, the role will support the Project Coordinator LLL and relevant teams to implement the project close out plan. This may include:</p> <ul style="list-style-type: none"> ● Provide technical support to relevant teams in scheduling, organising, and documenting virtual meetings. ● Assist in coordinating and managing consultant contracts, ensuring compliance with organisational procedures. ● Support the planning and execution of final LLL events and activities. ● Assist in knowledge management by organising and maintaining relevant documentation, resources, and reports according to funder contract requirements. ● Contribute to drafting reports and consolidating insights from programmatic activities. 		

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Administrative Support (40%)	<p>Under the supervision of the Advisor: Strategic Initiatives, support the Project Coordinator LLL and relevant teams with administrative tasks such as:</p> <ul style="list-style-type: none"> • Ensuring all project close out documentation requirements are met and filing has been updated to ensure a complete project record. • Ensure partners are supported to follow subgrant closure requirements, including filing/storing relevant documents, and working with finance and operations to process final payments. • Supporting any needed final financial reconciliations or payments.
Communication Support (10%)	<ul style="list-style-type: none"> • Support the dissemination of relevant content within the CIVICUS Secretariat and externally.
Other	<ul style="list-style-type: none"> • The post-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"> • Degree in a relevant field of study or equivalent work experience • Fluent in English
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Familiar with civil society, development, human rights issues, and/or civic space global trends. • At home' working with an international team and in a multi-cultural and diverse environments • Ability to work collaboratively in "remote work" settings across time-zones. • Good communication and/or knowledge management skills • Demonstrable experience (at least 1 year) supporting project implementation, particularly in providing logistic, administrative, finance and technical support to projects, and/or supporting grants administration and reporting. • Excellent IT skills, including experience with MS Office, and common online collaborative platforms such as, SharePoint, Google docs, and Miro • Ability to manage and meet multiple deadlines.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Preference for candidates with practical hands-on experience and/or understanding of realities of civil society organisations or grassroots groups in the Global South. • Demonstrable experience of supporting and managing project close outs.