



Rift Valley Institute

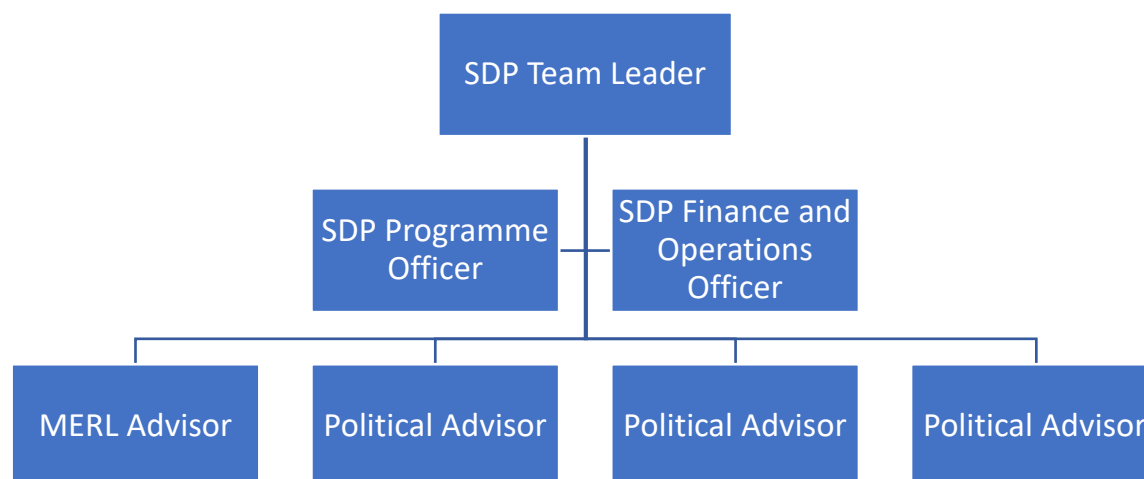
Job Description

Title: Programme Officer, Somali Dialogue Platform (SDP)

Location: Mogadishu, Somalia, with possible travel to Nairobi and within Somalia

Employment type: Full-time, one-year fixed term contract, subject to donor funding

Reporting Structure: The Programme Officer reports to the SDP Team Leader



Job Purpose: The Somali Dialogue SDP (SDP) is a programme hosted by the Rift Valley Institute (RVI) and funded by the Somalia Stability Fund III (SSF). The programme aims to provide analysis, research and technical support to strengthen more inclusive and effective dialogue among Somali stakeholders to contribute to greater political stability.

The Programme Officer will support the Team Leader in the development of the programme's strategy and management of the programme, as well as the delivery of SDP's activities, including those undertaken directly by the Rift Valley Institute (RVI) and those implemented by partners under task orders. This includes support to planning processes, organisation of team meetings, the delivery of SDP's analysis products, events and engagement with the SSF leadership, its donors and implementing partners.

Key Working Relationships:

- Reports to the SDP Team Leader
- Works closely with the SDP's Political Advisors, MERL Advisor and Finance and Operations Officer, as well as the RVI Finance Manager.

KEY RESPONSIBILITIES

Support in the development and implementation of SDP strategy and workplans (35%):

- Support the Team Leader on the development of the SDP's annual strategy, workplans and budget, including the organisation of planning meetings, with engagement by partners as required.
- Support the Team Leader and Political Advisors on the delivery of SDP's regular analysis, briefings and meetings with the SSF, its donors and implementing partners, including facilitating the process of design, review and dissemination.
- Support the design process and management of programme proposals/task orders, both directly implemented by the SDP and through partners, including engagement with the SSF and coordinating contributions by the Political Advisors.

Provide Administrative support to SDP (30%)

- Support the organisation and holding of meetings and events with SSF, its donors and partners, as well as other relevant stakeholders, working closely with the Finance and Operations Officer.
- Support implementation of and attend partners' events where relevant.
- Provide administrative support to the Team Leader in organising regular team meetings, production of minutes and tracking of action points and activities.
- Support the development of budget, monitoring and tracking of expenditures advising the Team Leader and Finance and Operations Officer on possible overspend/underspend.

Support MEL implementation (25%):

- Coordinate with and support the MERL Advisor to ensure the SDP's activities are effectively recorded, monitored and evaluated
- Ensure all activities are captured in the SDP's knowledge management systems and are supported with relevant documentation, as well as support the SDP's quarterly reporting.

Support coordination and external engagement (10%):

- Coordinate closely with SSF focal point and technical teams to ensure SDP's activities are designed and implemented in alignment with SSF's goals and other programmes
- Coordinate and work closely with other RVI staff and programmes to ensure SDP's activities align with RVI's goals, principles and mission, and to promote synergies and collaboration.

- Where necessary, engage other actors' working in Somalia on governance, peacebuilding and research programmes.
- Represent the SDP in meetings and events with donors and Somali stakeholders, in particular in Mogadishu, as required.

PERSON SPECIFICATION

Qualifications and Experience

- A university degree in relevant field (political science, development studies, social science etc.).
- A minimum of 5 years of experience of supporting programme implementation in the development sector, preferably in the areas of state-building, local governance, democratisation, peacebuilding and/or political analysis and research.
- Experience of supporting the production of research and analysis, including facilitating the process of design, review, approval and dissemination of products.
- Experience in organising and coordinating meetings, recording minutes and tracking implementation of activities, as well as support to Programme Monitoring and Evaluation.
- Experience, knowledge and understanding of working in Somalia, and/or other fragile and conflict-affected contexts.

Skills and Abilities

- Strong administrative and organisational skills and attention to detail.
- Ability to manage multiple tasks and meet competing deadlines.
- Excellent interpersonal skills and ability to work across a diverse team, often remotely.
- Good written and verbal communication skills in English, knowledge of Somali an advantage.

Requirements

- The role is open to Somali nationals or those with the right to work in Somalia and be able to regularly travel to Kenya and other parts of Somalia.
- Commitment to RVI's values, vision, aims and ways of working.

Signature: _____ **(job holder)**

Signature: _____ **(line manager)**

Date: _____