

Programme Officer Vacancy

Your role as Programme Officer

The Programme Officer will work within the International Programmes department and is responsible for the result areas and main roles defined below, in order to ensure the quality of the implementation of Plan International Belgium's development projects and programmes funded by institutional donors, the achievement of results and the mitigation of associated risks.

Tasks and responsibilities

Support to the management and supervision of a project portfolio

- Provide technical, administrative and managerial support to the project implementation teams based in the partner countries to ensure the achievement of the expected results, in collaboration with the Programme Management Unit
- Support proper planning and implementation of activities (work plan, relevance, timing, adequate support, in collaboration with the Programme Management Unit
- Support the monitoring of activities, achieved results and performance indicators of projects and programmes, in collaboration with the Programme Management Unit
- Support donor reporting, in collaboration with the Programme Management Unit
- Support the coordination of evaluations (internal/external) and take lessons learned into account in the programming cycle, in collaboration with the Programme Management Unit

Contribution to the development of a close working relationship with country offices and key partners

- Develop, together with the Programme Management Unit, a relationship of trust with Plan International's Country Offices in Plan International Belgium's partner countries
- Develop, together with the Programme Management Unit, a constructive working relationship with key partners including institutional donors

Support to the administrative and financial management of grants

- Support financial monitoring and compliance of projects and programmes (with the support of specialised teams)

- Support the identification of risks (financial, reputational, operational) related to the implementation of projects and programmes, and to taking the necessary corrective measures

Contribution to the development and implementation of the International Programmes strategy of Plan International Belgium

- Actively contribute to strategic thinking within the International Programmes department
- Identify opportunities for business development in partner countries
- Contribute to the development of new activities in the partner countries, in collaboration with the Programme Management Unit

Your profile

The candidate must already have a Belgian national registration number and a work permit for Belgium. This function is carried out from Belgium.

Knowledge, experience and skills

Level of education/experience

- Master's degree or equivalent in development science, humanities, social sciences...
- At least one year of experience in development cooperation (including at least some initial field experience) – Candidates with more experience are strongly encouraged to apply.

Knowledge/Expertise

- Professional knowledge :
 - Very good knowledge of development cooperation
 - Strong expertise in project management
 - Thematic expertise: basic technical knowledge in one or more thematic priorities of Plan International such as gender, education, child protection, Youth economic empowerment,...
 - Donor expertise: knowledge of the requirements of the main institutional donors (EU, DGD, UN...)
 - Excellent coordination, planning and organisational skills with the ability to manage complex tasks to agreed deadlines
 - Ability to plan workload and demonstrate accountability
 - Ability to work flexibly under pressure, prioritise and meet deadlines
- Knowledge of MS Office
- Language skills:
 - Bilingual French / English
 - Knowledge of Dutch is an asset
 - Knowledge of Spanish is an asset

Personal profile and skills

- Core competencies
 - Understanding children's rights, girls' rights and gender equality issues
 - Achieving objectives
 - Working in a team
 - Being involved in the organisation
 - Good writing skills
 - Demonstrating a digital mindset
 - Behaving in accordance with the core values of Plan International Belgium
- Functional competencies
 - To collect, process and analyse information
 - To organise and plan
 - To support
 - To advise
 - To demonstrate reliability, empathy and diplomacy

Our offer

- A rewarding work environment in a Belgian and international context, within an international and ambitious NGO
- The opportunity to make a difference for children and young people in our partner countries and in Belgium
- An opportunity to develop professionally, with competent, motivated and committed colleagues
- A full-time contract of employment for an indefinite period
- Competitive remuneration in the NGO sector, complemented by extra-legal benefits (group insurance, hospital insurance, meal vouchers, free public transport (commuting), telework bonus).

Plan International Belgium is located in the heart of Brussels, right next to Brussels Central Station. Telework can be combined with working from the office.

Interested?

We look forward to receiving your CV and cover letter!

Send your **CV** and **cover letter** to job@planinternational.be with the reference "Programme Officer" by **31 October 2024**.

If you live outside Belgium, please confirm that you have a Belgian national registration number and a work permit when you apply.

Safeguarding Children and Young People

As part of the Safeguarding Children and Young People scheme, we ask each employee to submit a criminal record extract (model 2).

Equal opportunities are very important to Plan International! We therefore select you on the basis of your qualities and skills, regardless of your age, origin, gender, sexual identity, religion or other criteria unrelated to the position.