Job Title: Programme Officer – Digital Democracy Initiative

Cluster: Innovation and Quality Management

Salary: USD $ 36061 per annum (Excluding benefits)  
Contract Type: 1 Year Renewable

Location: Remote

Reports to: Program and Network Coordinator – DDI

Direct Reports: None

Job Role

As the Programme Officer, you will hold a critical role in advancing the Digital Democracy Initiative's (DDI) mission. Your responsibilities will encompass three key aspects: designing and operationalising the implementation framework for the delivery of the DDI Crisis Response Fund grants, accompanying and providing support to beneficiaries of the DDI CRF grants through ensuring efficient implementation of projects and satisfactory technical and financial reporting and supporting communication and visibility related efforts for the DDI project. Your work will be instrumental in expanding the DDI's reach and impact in the field of digital democracy.

Areas of Responsibilities

Project Management Support – DDI CRF

- Collaborate with the DDI and CRF team to understand the specific needs and requirements of the CRF.
- In coordination with the DDI Programme and Network Coordinator and the CRF team, develop and operationalize the implementation framework for the DDI CRF related outputs.
- Facilitate the development of an intuitive and user-friendly online interface/landing page for the DDI CRF, ensuring accessibility and usability for applicants and the DDI team.
- Assist in the design of the technical infrastructure and functionality of the CRF interface, allowing for seamless proposal submissions and review.
- In coordination with the CIVICUS communications team, develop and ensure adequate dissemination of calls for applications in relevant different languages and formats.
- Provide continuous technical support to grant partners towards ensuring effective implementation of project activities in line with agreed deliverables and results.
- Facilitate and ensure qualitative and timely narrative and financial reports from partners.
- In coordination with the Programme and Network Coordinator and the Finance and Compliance Coordinator implement and track activities and budget expenditures according to agreed work plans, assess progress, and adapt activities as required.
### Job Description

- In coordination with the Impact & Accountability Officer, ensure robust and timely project and component reporting, overviews, briefs etc.
- In coordination with the project communication focal officers and the Impact and Accountability Officer, systematically harvest data, outcome and Impact stories from grantee partners and relevant wider stakeholders.

### Selection and Processing of CRF DDI Proposals:

- Assist in the development of the proposal submission guidelines and criteria for the CRF.
- Develop a proposal review framework for reviewing the DDI CRF proposals ensuring efficient management of review, selection, and feedback process.
- Organize the review process, coordinate with reviewers, and ensure a fair and transparent evaluation of applications.
- Collaborate with the CRF team to select and prioritize proposals that align with the initiative's goals.
- Support the grant disbursement process, ensuring compliance with funding agreements and reporting requirements.

### Knowledge Sharing, Communication & Visibility

- Facilitate mutual learning and sharing among the various partners and connect partners with other relevant actors who can enhance their work within CIVICUS and its alliance.
- In close coordination with the Impact & Accountability Officer, ensure data collection (including constituent feedback mechanisms) and timely project updates on the project M&E framework.
- Ensure documentation of stories of change as well as project outcomes and guarantee its adequate dissemination in close collaboration with the communications team.
- In coordination with the Project Learning and Communications Coordinator, support the production and dissemination of communication and visibility materials on behalf of the project and in close coordination with the wider DDI team and CIVICUS communications cluster.
- Support qualitative, efficient, and timely internal communication with CIVICUS colleagues via staff meetings, workplace updates and other relevant channels on project updates.
- In close liaison with the Project Learning and Communications Coordinator, support and ensure adherence to project and donor communication and visibility standards and guidelines by project staff and partners.
- Develop engaging and informative content for the DDI webpage, including text, graphics, and multimedia elements.
- In coordination with the project Impact and Accountability Officer, support the development of quarterly project factsheet and update.
- As part of the project communications team, collaborate with the communications cluster and DDI teams to ensure consistency across all communication materials.
### Job Description

#### Others
- The role 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

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<th>Education, Language &amp; Qualifications</th>
<th>Bachelor’s degree in a relevant field (e.g., Political Science, communications, International Development).</th>
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| Essential Knowledge, skills and Experience | Exceptional organizational and project management skills.  
Exceptional grant management skills.  
Experience in remote management of multiple single year grants across various countries and/or regions.  
Knowledge of digital democracy, civic engagement, or related fields is a plus.  
Strong communication and content creation skills, including proficiency in written and visual communication.  
Ability to work independently, as well as collaboratively within a diverse team.  
Proficiency in relevant software and technologies for content creation.  
Proven experience in designing and developing contents that engaged different stakeholders. |
| Desirable Knowledge, skills and Experience | Speak additional languages.  
Experience working with historically excluded communities such as rural groups, indigenous peoples, women, youth, and LGBT+. |