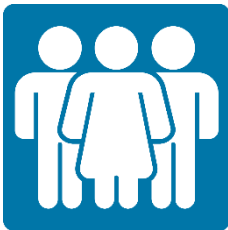


Job description

Regional Programme Officer -
South Asia



- Report to:** Regional Director-South Asia
- Work station:** Dhaka.
- Working hours:** Full time (05 days a week with minimum 37.5 hours per week)
- Salary & benefits:** Attractive salary package with admissible benefits

Accountability



Key Responsibilities:

1. Planning, Monitoring, Evaluation and Reporting (PMER) using the Project Centre (PC) System

South Asia regional PMER lead

- Be the lead point of contact and accountable for managing all the PMER related work for the region
- Be cognisant about the successes and challenges Country Programmes experience and provide, or help identify solutions

PMER Knowledge sharing

- Maintain updated personal knowledge related to global PMER and PC developments ,and attend online training ‘webinars’ regularly
- Proactively contribute to improvements into global or regional PMER processes
- Coordinate the quarterly regional PMER learning and sharing group as per annual reporting cycle.
- Coordinate PMER learning support for the region, with input from the Regional Technical Advisor and the global technical Programme Support Unit (PSU)

Project Centre online programme management and reporting system

- Ensure good data quality in PC by reviewing CP data and following up with CPs, Regional Programme and Technical Managers as appropriate
- Support CPs to use the platform, identify knowledge gaps, help provide support and solutions

Annual programme management and reporting cycle and related processes

- Coordinate team planning and reporting processes, liaise with the Programme Support Unit and CPs to ensure efficient PMER processes.
- Coordinate quality assurance to South Asia Region to ensure the deliverables of each quarter as per the annual planning and reporting cycle.
- Contribute to the development, review and writing of regional and country programme plans and reports in alignment with WaterAid’s PMER framework

Project Management

- Provide ad hoc planning, report writing and compliance with donor reporting when required.

Finance Management

- Provide ad hoc support to project funding plans and proposals for both CPs and the region, in liaison with the Regional Funding Manager, CPs and fundraising
- Support budget and expenditure tracking for the Regional Team
- Troubleshoot and liaise with Finance on behalf of Regional Team members when required

2. Regional co-ordination and team support

- Support the planning and facilitation of regional meetings, workshops and events. Prepare and disseminate reports and communications materials
- Provide general administration support for the team
- Set up internet-based team meetings with WA colleagues across the region and federation (as required) share agendas and be responsible for note taking.

3. Knowledge management, learning and communications

- Be the point person for information on the South Asia programme and respond to or redirect internal information requests from other WaterAid staff
- Coordinate with PSU and the Communications team to ensure the provision and use of effective knowledge management and learning platforms for the region
- Lead the management of team shared documents and learning materials
- Upload documents and publications on relevant platforms (e.g. internal intranet sites including 'the Spring' and 'KnowledgeNet' and external websites including 'washmatters')

Essential

- Master's in Business Administration, Social Science, Development Studies, and Public Health or in relevant field.
- Demonstrable experience of managing programme and project planning, logframe design, progress monitoring and reporting
- Demonstrable, practical experience of financial planning, budgeting and monitoring
- Strong experience of working in the development sector with a sound understanding of people centred development and human rights based approach.
- Strong communication skills including oral, written and audio-visual skills including the production of communications materials for different audiences
- Strong IT and digital capability.
- Ability to provide effective support and to collaborate and coordinate remotely with multi-cultural teams, with cross cultural sensitivity, diplomacy and tact.
- Excellent time management and ability to prioritize multiple competing tasks,

ability to work across different time zones.

- Flexible and approachable, yet organised and assertive; able to hold others to account for their tasks
- Self-driven and ability to work independently or with minimum supervision
- Ability to undertake occasional travel in the region and elsewhere
- Fully committed to WaterAid's vision, mission and values and a way of working that demonstrates this, with the ability to communicate this enthusiasm to others.

Desirable

- An understanding of WASH and international development issues in the South Asia region
- Experience of developing and implementing knowledge management processes and systems
- A team player with mutual trust and understanding in a mixed team
- Demonstrates gender and cultural awareness
- Capable to work under pressure, manage urgent and conflicting priorities and deadlines.

