



Job Opportunity

LATIN AMERICA AND CARIBBEAN REGION PROGRAM OFFICER

Location: Houston, Texas

Job Department: Global Operations

Type: Salaried, Full-Time

Supervisor: Global Operations Director

JOB PURPOSE

This is a full-time Program Officer position based in Houston with potential for frequent travel to Latin American and Caribbean Country Offices. The purpose of the position is to:

- Provide programmatic, administration, and finance support to ensure quality program development, accountability and reporting, and information sharing.
- Serve as a liaison and point of contact between Regional and Country Offices to Headquarters.

CORE CHARACTERISTICS

These principles guide and identify us as colleagues and representatives of Living Water:

- Honor God
- Develop People
- Pursue Excellence
- Be Good Stewards

KEY TASKS AND RESPONSIBILITIES

PROGRAM AND PROJECT DESIGN:

- Ensure project proposals address community needs/include community participation and are in alignment with Living Water International's strategic objectives and targets.
- Assist in development of high-quality concept papers and proposals (including logical frameworks, draft budgets, budget narratives, and monitoring and evaluation plans) for major government, private and multi-lateral donors which meet Living Water International and donor requirements.
- Ensure log frames, budgets and other project documentation are in accordance with donor formats and standards and submit them to the Grants Manager, Operations Director, Regional Vice President, and Finance Department for review and approval prior to donor submission.
- Identify funding gaps and seek new funding to support the program as needed.

PROGRAM AND PROJECT MANAGEMENT:

- Ensure country implementation is aligned with annual country plans, project design documentation, and grant expectations.
- In collaboration with Latin America and Caribbean Regional Office (LACRO), assist country offices to develop implementation and management strategies that enable achievable outputs and outcomes within prescribed timeframes and budgets.

- Provide recommendations to the Regional Vice President, Country Director, and Grants Manager for improved, streamlined and updated grant acquisition/management systems, and program implementation.
- Develop field staff capacity-building programs/trainings to ensure positive community involvement and participation.

MONITORING, REPORTING AND EVALUATION:

- Oversee the monitoring and reporting of project outcomes and targets.
- Ensure that donor requirements and project targets are met during program implementation and suggest adjustments where necessary.
- Ensure monthly country and grant expenditure tracking is taking place with financial projections and reports being reviewed, and highlight and address any concerns.
- Assist in the monthly and quarterly financial reviews and quarterly project implementation reviews, and follow up on budget adjustments where necessary.
- Assist in coordinating the overall reporting of donor funded projects, ensuring that reporting requirements are met and reports are submitted on time and in high quality English (and if necessary, Spanish).
- Coordinate with and support program/project managers and sector specialists in the planning and undertaking of field assessments and technical evaluations of current and ongoing projects.
- Collaborate and share best practices with the Africa Project Support Officer.

INFORMATION SHARING AND KNOWLEDGE MANAGEMENT:

- Assist in drafting, monitoring implementation, reporting and signing of technical agreements with line ministries and other government agencies.
- Assist in development and implementation of systems that will support the organization's efforts to monitor and evaluate its programs, to track information on project implementation, to store vital program documentation, and to gather and store information vital to communicating project impact and promote pro-active learning.

GRANT ACQUISITION AND MANAGEMENT:

- In close cooperation with the Operations Director, Grants Manager, Regional Vice President and Country Directors, identify and respond to grant application opportunities that are in line with Living Water International's strategic objectives and targets.
- Manage program compliance with donor and other grant acquisition/management-related Living Water International systems, policies and procedures including reporting.
- Liaise closely with Living Water International Headquarters and Field Office Finance Departments throughout the grant acquisition and management process.

MINIMUM EDUCATION and EXPERIENCE

- Bachelor's degree in International Development, Business Management, or relevant technical field.

- Must be a committed Christian able to stand above denominational diversities.
- 3-5 years' experience in the development field working with humanitarian and/or development interventions, preferably with experience in developing countries.
- Knowledge and experience in the WASH sector and working in the field.
- Excellent written and spoken English skills required. Second language preferred: Spanish.
- Demonstrated writing skills: the ability to develop quality concept notes, proposals, logical frameworks and reports under tight deadlines.
- Networking/external engagement skills: proven experience in networking with donors and partners to bring about opportunities.
- Excellent analytical and problem-solving skills.
- A strategic thinker; the ability to develop proposals, which meet strategic objectives of donors, the organization, and government.
- Familiarity with major donor funding requirements such as USAID, DFID, CIDA, AusAid etc.
- Demonstrates well-developed interpersonal, communication (both verbal and written), and negotiation skills.
- Expected travel both National and International, up to 40%.

Please go to: <http://water.cc/jobs> to apply for this job opportunity.