

## POSITION PROFILE

**JOB TITLE:** Program Officer, Eastern Africa and India

**REPORTING TO:** International Program Director [IPD]

### GENERAL DESCRIPTION:

As part of Tearfund Canada's *International Department* based in Markham, Ontario, this position performs responsibilities as assigned by the IPD, to ensure quality execution by partners of Tearfund Canada (TFCA) relief and development programming *in Eastern Africa and India*.

### CONTEXT:

Tearfund Canada – we're Christians passionate about ending poverty. Inspired by the example and teaching of Jesus, we recognize that people have deeply interconnected material and spiritual needs. We seek to meet those needs in coordination with the Canadian Foodgrains Bank and Integral Alliance, by working through churches and faith-based organizations across Africa and Asia.

### SPECIFIC RESPONSIBILITIES:

1. Participate in TFCA's strategic planning and proactively provide planning ideas for possible improvement of TFCA's Eastern Africa and India programming on an on-going basis.
2. Actively network with other organizations and developments in Eastern Africa and India. Identify new program opportunities as funding allows, and/or from such is available. Research promising opportunities and develop action plans for implementation while ensuring IPD input and approval.
3. Respond to disaster situations in Eastern Africa and Asia. This includes:
  - As disasters emerge and requested by IPD, collect disaster information including: the nature of the disaster, what others are doing, field agency options, and possibilities for a relief response;
  - Review this information with IPD and establish the parameters of TFCA's response; and
  - Initiate, facilitate, and monitor the response through the selected field agency/ partner.
4. Review and prepare specific program proposals and partner strengthening initiatives. This includes:
  - Reminding partners of proposals they agreed to submit;
  - Reviewing proposals as received and ensuring content is complete and as per TFCA policy;
  - Advising partners of any concerns regarding the content of their proposals and requesting additional information as needed and appropriate; and
  - After proposal review is complete, construct a project profile, project agreement and cash payment schedule for IPD approval.
  - After IPD/TFCA review and approval, send documents to partner and initiate first scheduled payment, and/or submit proposal to a suitable donor for funding, with follow-up thereon.
5. Conduct planning, monitoring, and training trips to each assigned partner at least annually. Trip agenda will vary by country and partner visited, but typically includes:
  - An update on the country and local partners;
  - An *organizational capacity assessment and monitoring* [OCAM] review of partners, including discussion on possible future programs or capacity-building [CB] initiatives;
  - A progress review of currently supported R&D projects or CB initiatives;

- Collection of project-related stories with photos;
  - [in some cases] Formal training for partner staff in a specific topic of relevance;
  - A written “trip report” to IPD for each country visited reporting on the areas referred to above, and including identification of successes, problems and recommendations; and
  - A follow-up message to each partner highlighting successes, problems and recommendations.
6. Review assigned partner reporting, provide advisory assistance, and initiate partner payments. This includes:
- Reminding partners of scheduled reporting that is near or overdue;
  - Reviewing reports as received, to ensure that content is complete and as per approved planning, TFCA policy, and sound R&D principles more generally;
  - Advising partners of any concerns regarding the content of reports and requesting additional information as needed and appropriate;
  - When reporting is complete [or IPD approves], initiate any scheduled fund transfer; and
  - [if applicable] Enhance project reporting as appropriate and transfer the report to IPD for review and submission to donors.
7. Plan/ coordinate with IPD and Canadian Foodgrains Bank to arrange quality technical support and CB initiatives for assigned local partners. Assist IPD to identify and assess (new) partners as needed.
8. Other responsibilities as needed and requested by the IPD.

All of the above responsibilities are to be conducted in a professional manner. They require attention to professional standards; morality and integrity; and positive interpersonal relationships.

#### **QUALIFICATIONS SOUGHT:**

The applicant should:

- Have a strong commitment to holistic Christian ministry with the poor.
- Have a university degree *and* overseas experience in agricultural programming.
- Have demonstrated ability to facilitate training and advisory in agriculture areas.
- Have experience in savings group programming or a willingness to learn.
- Have good management, interpersonal, planning, assessment and reporting skills.
- Be proficient at information management and editing.
- Be proficient at financial review/analysis, and be computer literate.
- Be proficient in English.
- Be willing to conduct 3 trips a year overseas to assigned countries of 3 weeks each for the purposes of planning, assessment and training with overseas partners.

*Apply with a resume to:*

**Bruce Syvret**  
**International Director**  
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**Tearfund Canada**  
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***Deadline for applications is Friday, September 18, 2020.***

*Although we appreciate every application, only those being interviewed will be contacted. Tearfund Canada welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.*