

Call for CVs Program Officer with expertise in proposal writing

Deadline for submission 4 February, 2018

Vacancy: Program Officer with expertise in proposal writing

General Description and objectives of the position:

The Program Officer's main responsibility will be the **design, drafting, and submission of project proposals** within the different programmatic areas of the organization.

The Program Officer will also lead efforts in **project evaluation** design including the definition of indicators, tools, procedures and activities to evaluate project outcomes and impact.

The Program Officer may also be responsible for the **management of specific projects or activities** as needed. This includes the coordination and implementation of project activities; communications regarding project missions and results; formulation of project materials and reports; day-to-day management of project human and financial resources including World Leadership Alliance - Club de Madrid (WLA-CdM) Member participation; development of partnerships with relevant current and new stakeholders and funders.

The Program Officer will work under the direct supervision of the Programs Coordinator within the WLA-CdM Department of Programs and in close coordination with other Program Officers and all other WLA-CdM Departments.

Location: Madrid (applicants must hold EU citizenship or valid work permit within the EU)

Duration: 12 months, with possible renewal subject to successful performance and availability of funding

Remuneration: Gross annual salary: 32,000 € - 33,000 €

As a WLA - Club de Madrid's employee, the Program Officer will benefit from Spanish Social Security and public health care services

Requirements

- Native level fluency in Spanish and English. Working knowledge of another language/s would be an asset.
- University degree, preferably completed with postgraduate studies in political science, international affairs or other social sciences.
- More than 8 years of continued professional experience including at least 6 years in similar or related fields of work in governmental, intergovernmental and/or international non-governmental organizations. Specific experience on democracy promotion or governance will be an asset.
- Political awareness, knowledge and interest in democratic development, international relations, geopolitics, civil society organizations, democracy promotion and human rights. Good capacity for political analysis and capacity to identify and develop relevant project partnerships.
- Relevant experience (at least 4 years) in project design, including project evaluation design, and project proposal writing.
- Track record in proposal approvals in the field of democracy promotion, good governance or similar ones, especially within European Union institutions and bilateral donors. Excellent knowledge of relevant funding sources in the democratic development field.

- Proven experience on project evaluation design.
- Good computer skills and proficiency in the use of the MS Office Package and other relevant software tools.
- Ability to work both autonomously and in a multicultural team.
- Excellent organizational, managerial, administrative, budget management and interpersonal skills.
- Ability to work under pressure, meeting tight deadlines, prioritizing requests and needs.
- Availability to travel frequently.
- Immediate availability.

Main Tasks

In coordination with relevant WLA-CdM Secretariat senior staff, the Program Officer's tasks include, among others:

- Design and fundraise for WLA-CdM projects. For that purpose, the Program Officer will be supervised by the Programs Coordinator and work closely with other Program Officers and the Outreach & Development Senior Officer. Within this task the Program Officer will be responsible for the preparation and submission of proposals to potential funders.
- Lead Project evaluation design efforts including the definition of tools, procedures and activities to measure project results and impact.
- Identify and cultivate national and international institutions with whom to forge relevant and effective partnerships to enhance project proposals and advance project goals.
- If so required, coordinate and manage specific projects. This implies, among other duties, to:
 - Coordinate the participation of WLA-CdM Members, high level advisors and experts in project activities, preparing mission agendas.
 - Act as focal point for the project.
 - Produce briefing books, talking points and background material for the participation of WLA-CdM members, high level advisors, experts and senior staff in project-related and outreach activities.
 - Prepare intermediate and final project reports.
 - Coordinate with the appropriate department all logistical arrangements for Members and experts travel and participation in program activities and events.
 - Coordinate a visibility strategy and tools for the project. In coordination with the communications department.
 - Follow-up of projects' and grants' budgets with the support of the finance department.
 - Others as necessary.

The World Leadership Alliance-Club de Madrid

The WLA-CdM is an independent organization whose purpose and priority is to contribute to strengthening democracy in the world. The WLA-CdM acts as a consultative body for governments, democratic leaders, and institutions involved in processes of democratic transition. The political and leadership experience of its members – more than 100 democratic former heads of state and government - in processes of democratic transition and consolidation is the WLA-CdM's unique resource and main asset. Along with the experience and cooperation of other high level political practitioners and governance experts, this resource is a working tool to convert ideas into practical and feasible recommendations and action plans for implementation. For additional information about the WLA-CdM, please go to: www.clubmadrid.org

To show interest, please send a CV and a cover letter to:

clubmadrid@clubmadrid.org

by 4 February, 2018

please indicate in the subject line **“Program Officer with expertise in proposal writing”**

The WLA-CdM welcomes all indications of interests.

Only short-listed candidates will be contacted