



LATIN AMERICA AND CARIBBEAN REGION PROGRAM OFFICER

Location: Within the Latin America and Caribbean (LAC) region (in an LWI-registered country)

Supervisor: Regional Vice President, LAC

JOB PURPOSE

To coordinate the efforts of the Living Water International (LWI) country offices in raising funds for their program and to ensure the quality implementation and timely reporting of the grants in the region.

KEY TASKS AND RESPONSIBILITIES

GRANT ACQUISITION AND MANAGEMENT:

- In close cooperation with the 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, including internal minimum WASH standards.
- Manage program compliance with GAM and other grant acquisition/management-related Living Water International's systems policies and procedures.
- Liaise closely with Living Water Headquarters and Field Office Finance Departments throughout the grant acquisition and management process.

PROJECT AND PROGRAM DESIGN:

- Ensure project proposals address community needs/include community participation and are in alignment with Living Water International's strategic objectives and targets, including internal WASH standards.
- Ensure high-quality concept papers and proposals are developed which meet Living Water 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, 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.
- Work with field-based staff to develop concept papers and prepare proposals (including logical frameworks, draft budgets, budget narratives, and monitoring and evaluation plans) for major government, private and multi-lateral donors.

PROGRAM AND PROJECT MANAGEMENT:

- Ensure grant implementation is aligned with project design documentation and grant expectations.
- Ensure monthly grant expenditure tracking is taking place with financial projections and reports being reviewed and highlight any concerns and act upon as soon as they arise.
- In collaboration with Latin America and Regional Office, assist country offices to develop implementation and management strategies that enable all current and anticipated grants to achieve outputs and outcomes within prescribed timeframes and budgets.

- Provide recommendations to the Regional Team, Country Director, for improved, streamlined and updated grant acquisition/management systems, and program implementation.
- Develop field staff capacity in grant preparation, management and reporting.
- Assist in the monthly and quarterly financial reviews and quarterly grant implementation and follow up on budget adjustments (amendment requests) where necessary, according to donor requirements.

MONITORING, REPORTING AND EVALUATION:

- Oversee the monitoring and reporting of grant outcomes and targets.
- Ensure that donor requirements and project targets are met during program implementation and suggest adjustments where necessary.
- Assist in coordinating the overall reporting of donor funded projects, ensuring that reporting requirements are met and reports are submitted HQ/Regional Office and donors 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 grants.
- Participate in the design and implementation of baseline surveys, needs assessments, and impact evaluations as necessary.

INFORMATION SHARING AND KNOWLEDGE MANAGEMENT:

- Track grant information and develop documentation for internal and external uses.
- Support yearly operational planning process and strategies for each country office in collaboration with the Regional Vice President.
- Assist field offices in information sharing and knowledge management databases.
- 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.

REPRESENTATION AND NETWORKING:

- Under the guidance of the Regional Vice President, represent Living Water at appropriate donors' meetings and workshops, joint-agency assessment, and internal grant task force teams.
- Assist the Regional Vice President and Country Directors through networking, helping them develop key relationships and partnerships with other INGOs, local NGOs and donors.

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's degree in International Development, Public Health, Water & Sanitation, or relevant technical field.
- Ability to develop innovative concept notes, proposals, which meet strategic objectives of donors, the organization, and government.
- Familiarity with major donor funding requirements such as USAID, DFID, CIDA, AusAID, etc.
- Networking/external engagement skills: proven experience in networking with donors and partners to bring about opportunities.
- 5-7 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.
- 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.
- Excellent analytical and problem-solving skills.
- Demonstrates well-developed interpersonal, communication (both verbal and written), and negotiation skills.
- Must be a committed Christian able to stand above denominational diversities.
- Flexibility to travel to the field, up to 50% of his/her time.