



Department  
for International  
Development

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## Senior Programme Officer

The Department for International Development (DFID) leads Britain's fight against global poverty, delivering UK aid around the world. Since its creation DFID has helped more than 250 million people lift themselves from poverty and helped 40 million more children to go to primary school. But there is still much to do.

DFID Works with national and international partners from two UK headquarters in London and Glasgow (East Kilbride) and through our network of offices throughout the world.

Careers in DFID offer a diverse range of opportunities unified by a single goal: to tackle poverty and improve the lives of people in developing countries. Our jobs are often challenging and offer exciting opportunities to work at the heart of international development both in the UK and throughout the world.

DFID Caribbean runs a programme across the region which is administered from offices in Barbados and Jamaica. The goal of the programme is to help reduce the region's extreme vulnerability to natural disasters and climate change and set it on a path to sustainable growth. DFID's strategy is focused on three priority areas: Wealth Creation, Security and Governance and Climate Change and Disaster Risk Reduction (DRR). We work closely with other UK Government Departments and the international community including the European Union, Canada, and the International Finance Institutions.

This is an exciting period for DFID Caribbean as we are designing new programmes for the period of 2015 to 2020. We are also implementing new DFID-wide Smart Rules for programme management and enhancing our risk and results management.

**Main Purpose of Job:** To support the Climate Change and DRR team in delivering a portfolio of climate change and disaster risk reduction programmes and policy initiatives in the Caribbean.

The **Senior Programme Officer** will work in the Climate Change team in the Barbados office. The post-holder will be responsible for effective programme management and will assist the team with all stages of project cycle management. The Senior Programme officer will also support the team with briefings, and internal and external communications. The post-holder will also manage and coordinate the policy work of the team. He/she will report directly to the Team Leader as a member of a team of five including the Team Leader, a Climate Change Adviser, a Disaster Risk Reduction Adviser and a Programme Officer based in Guyana.

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**Main duties** will include:

- Playing a lead role on project cycle management functions. This will include inputs to project documentation, design, monitoring, budgeting, and review processes;
- Providing strong oversight of DFID financing to implementing partners. This will include appropriate due diligence checks of potential recipients of funding and ensuring partner compliance with DFID monitoring and audit requirements;
- Helping ensure a strong culture of value for money in DFID spending, for instance through overseeing effective and transparent procurement practices;
- Maintaining team budgets and financial forecasts, and ensuring these budgets are accurate and can be delivered, whilst minimising risks;
- Representing DFID in external meetings and supporting regional communication activities;
- Providing briefings, and supporting internal and external communications of projects or policy as necessary;
- Developing and maintaining excellent relations across the British High Commission and with external development partners and project partners;
- Over time, the role may include line management of staff.

**Personal Qualities and Skills**

- Essential: A strong track record of programme delivery, ideally related to Climate Change (including energy) and/or Disaster Risk Reduction;
- Essential: Excellent project cycle management skills;
- Essential: Good time management, prioritisation and smart working skills;
- Essential: Strong written and oral communication skills and track record of influencing partners and stakeholders;
- Essential: Excellent team working and people management skills;
- Essential: Flexible and adaptable to change and willing to learn and improve;
- Desirable: Track record of working with Governments and the international community in the Caribbean or another regional context.
- Desirable: A bachelor's degree and a minimum of 5 years relevant work experience.

**Key Competences (for the UK Civil Service Competences see <http://www.civilservice.gov.uk/about/improving/preparing-for-the-new-civil-service-competency-framework>)**

- Achieving commercial outcomes
- Delivering value for money
- Delivering at pace
- Collaborating and partnering
- Leading and communicating
- Changing and improving

**Additional Information**

The conditioned weekly hours of the post are 36 (net). Core office hours are 7.45am to 4pm (Monday to Thursday) and 8am to 1pm on Fridays, although some flexibility is allowed within core hours and may be required to accommodate work travel. A medical and pension package is offered after successful completion of probation. The annual starting salary will be BDS \$131,231.

**Application Process**

You are required to complete DFID's application form which is available on the British High Commission [website](#)

Completed applications should be emailed to [ukinbarbados@fco.gov.uk](mailto:ukinbarbados@fco.gov.uk) or sent by post to:

Senior Programme Officer – Vacancy  
DFID Caribbean  
British High Commission  
Lower Collymore Rock  
St. Michael  
Barbados.

The closing date for applications is 29<sup>th</sup> August 2014. Acknowledgement/responses will only be sent to candidates short-listed for an interview. Interviews will be held towards the end of September 2014. The successful candidate should be willing to commence duties in November 2014, or as soon as possible thereafter.

DFID is an equal opportunity employer. Qualified CARICOM nationals are encouraged to apply.

For more information on DFID, visit:

<http://www.dfid.gov.uk/>

<http://www.facebook.com/DFIDCareers.internationaldevelopmentjobs>