



**HEALTHNET TPO**

## **Programme Officer Afghanistan**

### **General context**

HealthNet TPO is an International Non-Governmental Organisation (NGO) based in the Netherlands. The organisation is committed to improving health and wellbeing in communities affected by conflict, poverty, and crises. HealthNet TPO currently operates in Afghanistan, Burundi, Colombia, and South Sudan. For more information, please visit our website: [www.healthnettpo.org](http://www.healthnettpo.org).

The Operations department at our head office is dedicated to supporting our country offices to ensure effective project implementation. The team comprises: Operations Director, Programme Officer(s) (PO), PMEAL (Planning, Monitoring, Evaluation, Accountability, and Learning) Officer, and Mental Health and Psychosocial Support (MHPSS) Programme Officer.

**The Operations department** supports key staff in the Amsterdam Office, Country Offices, and in areas such as networking, project cycle management, and the development and maintenance of operational procedures and reporting systems. It also manages donor relationships and ensures compliance with donor contracts. Operating as a unified team, the department promotes collaboration, enabling efficient responsibility management and rapid response to challenges.

### **Purpose of the position**

The Programme Officer (PO) for Afghanistan plays a crucial role in ensuring the quality and effectiveness of our projects. This position focuses on non-medical technical aspects, including project activity design, budgeting, implementation, and reporting. Additionally, the PO oversees procurement, safety, and security.

### **Place in the organisation (reporting lines)**

The PO reports to the Director Operations and works closely within the operations team, field staff, the HO finance team, HO Communication team and others. As an Operations team member (s)he serves as a backup for other tasks in the Operations team

### **Tasks and responsibilities**

#### **Donor and partner engagement**

- Establish and nurture robust relationships with donors and partners, both potential and existing.
- Manage the accounts of donors for specific projects and their implementing partners.
- Continuously develop and enhance relationships with relevant and potentially beneficial partners and donors.
- Stay informed on donor trends and updates, including their policies, advocacy processes, and financial and compliance regulations.

#### **Proposal development**

- Assist in the creation of proposals by reviewing and advising on Proposal Risk Matrices and budget proposals.
- Ensure that Operations' contributions to proposals meet high-quality standards and adhere to donor specifications and compliance guidelines.



- Collaborate with the Project Development Coordinator on the preparation and production of proposals, particularly in gathering inputs from Country Offices.
- Work with consortium partners on the operational aspects of proposal development, including Memoranda of Understanding and Due Diligence.
- Participate in pre-contract negotiations with donors and consortium partners and provide recommendations for improvements based on proposal development outcomes.

### **Contract management**

- Oversee the assigned project's implementation and ensure adherence to donor reporting requirements, national laws, and HealthNet TPO's policies and procedures throughout the project lifecycle.
- Proactively identify and address risks and issues, ensuring coherent actions are taken in collaboration with Head Office and Country Office staff.
- Maintain up-to-date project/contract databases and filing systems.
- Analyse project expenditures versus budgets monthly with the finance team and address any discrepancies.
- Provide ongoing support and guidance to Country Office staff, especially in relation to project audits and reports, and contribute to project backstopping.

### **Organisation and project management**

- Engage in the development and implementation of country strategies, operational policies, and annual plans, ensuring alignment with HealthNet TPO's global strategy.
- Lead regular online meetings with Country Office management and staff and conduct field visits at least annually, adapting the intensity of support based on Country Office capacity.
- Conduct an annual internal audit at the country level based on standardised procedures.
- Foster strong relationships with Country Office staff, offering support, guidance, and advice on managing the organisation and its projects.

### **Security**

- Keep informed about the security situation in the country, identifying trends and potential risks.
- Participate in security forums and stay updated on current political developments.
- Potentially serve on the Crisis Management Team at the Head Office.

### **Skills, knowledge and expertise**

- Master's degree, preferably in a field related to international development or equivalent experience;
- Adequate experience in development countries, knowledge and understanding of the context in which the work is being carried out;
- Extensive experience with the Afghan context and preferably have worked in Afghanistan;
- Excellent interpersonal skills and relationship building skills with the ability to communicate with a wide variety of people in a diplomatic and constructive manner;
- Coaching experience, ability to enable others to improve their work;
- Strong organisational, planning, and presentation skills;
- Elaborated knowledge of Microsoft Word, Excel, Outlook, PowerPoint;
- Fluency in English and preferably Dutch;



- 5 years' experience and proven skills in all aspects of Project Management including the utilisation of tools such as Logical Framework, Project Cycle, M&E frameworks and Theory of Change, budgeting and budget review;
- Good English writing skills;
- Prepared to travel frequently, spent time at projects sites and maintain a flexible work schedule.

### **Competencies**

- Teamwork and knowledge sharing;
- Pro-active and sense of responsibility;
- Persuasive and patient;
- Ability to scan and analyse, or work with and adapt large and very, varying types of information;
- Analytical capacity, understanding complex issues through logical reasoning, separating primary and secondary issues and the identification of linkages;
- Networking skills to organise partner networks and collaboration;
- Excellent communication skills: clear, concise, convincing, diplomatic and motivating others;
- Being sensitive to differences in culture and educational backgrounds;
- Take responsibility and initiative to prioritise, organise and follow through on various tasks;
- Result oriented.

### **We offer:**

- Full-time position (40 hours) based in Amsterdam with frequent travel abroad. 80% part time is an option. To start with a one year contract.
- A small enthusiastic team in Amsterdam (14 FTE) with strongly motivated field staff (> 3600) in different countries.
- Starting asap.

### **More information:**

To apply, please send your CV and motivation letter to: [recruitment@hntpo.org](mailto:recruitment@hntpo.org) asap but at least before 21-06-2024. When applying, include the following title in the email subject line:

#### **Programme Officer Afghanistan.**

Only shortlisted candidates will be contacted.

Candidates should be an EU citizen or otherwise be in a possession of a working permit to work in an EU country and based in the Netherlands.

For clarifications and questions about this position, please contact Willem Reussing via [recruitment@hntpo.org](mailto:recruitment@hntpo.org) or 020-6200005.