

Job title: Programme Officer

Status: full time

Summary: The Programme Officer is responsible for coordinating programme activities, developing proposals, writing grant applications, managing projects, and preparing progress and financial reports. Moreover, he/she is responsible for administrative support of operations and registering data on the online systems.

Responsibilities:

- Responsible for all staffing issues of the Contracting Authority's projects (implementing, organizing and recording training, contracting and leave, ensuring payroll is processed in a timely manner, etc.)
- Preparation of proposals and grant applications for funding and collection of necessary documentation such as proposals for Polish Structural Funds and Regional Programmes, ESF etc.
- Continued monitoring of funding sources for identifying upcoming and open calls for proposals
- Development of partnerships and coordination with partners for proposal preparation and project implementation
- Tracking expense reports and liaising with accounting to ensure that all project expenses are properly and timely recorded
- Support the senior project manager with project reporting,
- Support management staff in day-to-day operational and administrative tasks,
- Support and maintenance of project IT tools and databases,
- Responsibility for project communication and visibility,
- Responsibility for the recording and monitoring of project assets and resources,
- Support of delivery and distribution activities.
- Cooperation with project teams and external service contractors
- Collection of data and information for KPIs
- Enters data and information on VELA's online data management systems
- Reports to VELA Management Team

Required skills and qualifications:

Essential:

- University degree in Social Sciences
- Fluent in Polish and English
- Very good interpersonal skills and communication skills
- Well-organized and efficient
- Computer literate

Desired:

- Experience in refugee response and / or social work situations
- Knowledge of Ukrainian / Russian / Polish will be evaluated positively
- Previous experience in UN system (UNHCR, IOM, UNICEF) projects