

## INTERNAL JOB DESCRIPTION

**Name of employee:** VACANT  
**Job Title:** Programme Compliance & Support  
**Reports to:** VP Programmes  
**Hours:** Full Time (40 hrs/week plus overtime as necessary)

**Purpose of Position:** Streamlining information and data within the organisation and especially with affiliates and other donors.

To support the Programme team ensuring the Country offices are compliant with the frameworks and implementation thereof, monitor health & safety in each country office, administer Sales Force for the Programmes department, coordinate the stories from the field, offer logistical support to the Programmes team,

Major Responsibilities 50%

- Ensure all programmes have a project scope and are aligned to the funding agreement with the respective donor/s.
- Assist with the meeting of relevant designated requirements for annual audits and periodic programme audits and compliance review.
- Data capture all relevant information into Sales force and map back to donor / country & programme.
- Assist Country Offices with Health & Safety compliance.
- Compile and submit a monthly report on Compliance.

Data Collection  
25%

- Develop, improve, contextualise and disseminate story gathering and reporting Train Country Offices and Field
- Facilitate and disseminate knowledge sharing of DELTA through operational process by strengthening links between knowledge sharing and information systems, improving integration and facilitating information exchange across countries.
- Documentation of best practices and changes at all levels to more effective operations.
- Use of better practice techniques in JAM's outcomes

- Transparent information sharing between countries

#### VIP Hosting

10%

- Event organisation and co ordination

#### Reporting

10%

- Support programmes and country offices in data collection, analysis and content for report writer

#### Other

5%

- Any other administration required.
- Logistics and support for workshops, conferences and events
- Chartered Travel
- Provide backstopping for field programmes