

SPARK Program Officer for IBP India

The **International Budget Partnership (IBP)** is looking to appoint a Program Officer to be part of its India team for a new multi-year multi-donor supported initiative called the Strengthening Public Accountability for Results and Knowledge (SPARK). India is one of seven priority countries where this program will be implemented and this position will support the Country Manager plan and implement the country strategy. The duration of this project is 2018-2022.

The PO will support the Country Manager in the implementation of the SPARK program strategy in India by (i) Supporting project development and management of proposals of civil society organizations (ii) Leading on PMEL (iii) Supporting the learning activities of SPARK in India and (iv) Leading on administration and coordination of the office.

The PO will report to the Country Manager.

The position is located in New Delhi.

Duties and Responsibilities: The essential duties of the job include the following:

- Participates in and supports the refinement of the IBP Country Strategy for India, including developing specific annual work plans and contributing to budgeting exercises, and collaborating with other colleagues to ensure that the SPARK program in India best contributes to the realization of IBP's mission;
- Supports CM and SPO in external engagements and networking with partners/donors;
- Develops relevant relationships with CSOs, media and other stakeholders who are able to progress the objectives of the country strategy, in general, and, specifically the citizens and community-led campaigns identified as key to the strategy.
- Supports the team in the organization of technical assistance and capacity building initiatives as required.
- Plays a key role in supporting partners in the processes of applying for, and overseeing the use of their SPARK grant resources;
- Works closely with IBP DC office to monitor and track all grants awarded to SPARK partners. This includes reviewing all narrative and financial reports submitted by partners.
- Collects information that contribute to the documentation, and evaluation of the India country strategy, including participating in periodic review meetings and initiatives to work through process improvements for the India country strategy, the SPARK program and partner support;

- Collects and writes up information on the India country strategy for IBP's annual report and donor reports;
- Supports the Action Research initiative by coordinating reflection and learning opportunities and events.

Other Responsibilities:

- Serves as the contact person and liaison with the IBP DC team for any budgetary or finance issues;
- Ensures that all reimbursements for India staff, partners, and consultants are processed in a timely manner;
- Supports the Country Manager orient consultants and interns, as appropriate.
- Participates in IBP all staff retreats and SPARK team meetings;
- Liaises with all office vendors (landlord, travel agency, IT support) and ensures office systems work smoothly;
Coordinates travel arrangements for travel of India staff
- Leads on organizing and ensuring logistics for all meetings, workshops;
- Implements and complies with IBP administrative and financial protocols, policies and procedures.

Required Experience and Qualifications:

Education

- A master's degree in social sciences, mass communication or management from a reputed institute.

Experience

- 3 to 5 years of experience in the development sector;
- 3 to 5 years of experience implementing and monitoring programs that support civil society organizations to analyze budgets, and to engage and advocate for greater transparency, accountability, and participation in public budget processes
- High familiarity with development issues at the local, state and federal government levels in India;
- At least 2 years of experience of working with civil society organizations;
- Experience with civil society development advocacy initiatives, including a keen understanding of accountability ecosystems for public resources and the roles that civil society can play in relation to these systems;
- Previous experience in the grant management process;
- Experience in monitoring and evaluation of programs;
- Experience in organizing events and meetings
- Experience with Knowledge Management and Development Communications will be an added advantage.

Skills

- Strategic thinker; strong analytical skills
- Strong written and verbal communication skills: high-level ability to communicate effectively with partners, colleagues, consultants, and representatives of government and other multilateral organizations; strong network building skills
- Language skills – fluent in both English and Hindi (writing, reading and speaking) required. Fluency in an additional regional language desirable.
- Able to work well independently with minimal supervision while maintaining regular and frequent communications with IBP/SPARK colleagues geographically dispersed around the world
- Strong interpersonal skills and the able to thrive in and contribute to a culture of collaboration and teamwork in a diverse work environment
- Demonstrates a high level of organization; a strong ability to prioritize tasks to meet multiple deadlines
- Proficiency with Microsoft Office package required; proficiency with other specialist software applications, desirable

Attributes

- Personal qualities of integrity, credibility and a commitment to and passion for IBP's mission
- Highly flexible and adaptable to shifting environments and works well under pressure
- Motivated to learn and willing to contribute to learning initiatives
- Strong ability to work meaningfully with members of citizen-led campaigns and movements
- Considerate, humble yet strategic in sustaining relationship with key stakeholders and role players.

Physical Demands

- Extensive in-country travel is required

Terms of Appointment

This is a full-time position. Salary is competitive and commensurate with qualifications and experience. IBP offers a generous vacation and leave program and competitive benefits. Candidates must be eligible to work in India.

To apply: Send a cover application letter and resume to info_india@internationalbudget.org, with “**Attn: SPARK Program Officer – IBP India**” in the email subject line.