



# Vacancy- Programme Officer

Dialogue Fiji is a Non-Governmental Organisation (NGO) based in Suva, Fiji which works in the areas of Democracy Promotion, Human Rights, Electoral Processes, Citizen Engagement, Peacebuilding and Social Cohesion. Dialogue Fiji is seeking a **Programme Officer** to be based at its Suva office.

## Job Responsibilities

- Plan and execute program activities in timely and accurate manner, in accordance with project documents and organizational work plans.
- Develop and maintain strong relationships with activity participants, program partners and other stakeholders.
- Represent DF in conferences, meetings and workshops.
- Support and build on the organizations' M&E strategy and framework
- Prepare meeting agenda, organize meetings and distribute minutes.
- Write reports and analyses of programmatic activities.
- Assist the Communications Officer in website content development and social media messaging.
- Ensure timely updates to the website and social media pages for visibility purposes
- Liaise with participants for project and organizations activities, ensuring their attendance and participation.
- Prepare project documents for approval and submission.
- Provide input into program design, proposal writing and donor reporting.
- Work on and contribute towards the formulation and development of the program strategy and related project portfolio
- Plan and manage project evaluations; and prepare project completion reports.
- Ensure that project partnership agreements are followed, regularly monitored and reported on in line with policies and guidelines.
- Ensure that activities are executed in a timely manner, regularly monitored and reported on in line with programming policies and guidelines.
- Draft press releases and other statements with the assistance of the Communications Officer.
- Any other responsibilities assigned by the Executive Director.

## Required Attributes

- A Bachelors Degree in Law, Development Studies or Social Sciences
- Experience in contract management, drafting and legal practice will be an added advantage.

**Salary scale: \$25,000 - \$30,000**

Send your applications, which should include a CV, by email to [farisha@dialoguefiji.com](mailto:farisha@dialoguefiji.com) or hand deliver to 9 Rose Place, Rewa St., Suva. Applications close on **31 January 2021**.