

## Person Specification Dóchas Programme Officer

Position: Programme Officer  
Appointed by: Director  
Reports to: Director

The purpose of the post and its main responsibilities are set out in the Job Description.

### Person Specification:

#### Essential Experience

- Academic qualification in a relevant field (social/political sciences, economics, ...)
- At least five years work experience in a relevant setting
- Experience of getting diverse organisations to coalesce, develop joint strategies and deliver on them
- Experience in the areas of Monitoring & Evaluation, Managing for Development Results, Impact Assessment, Quality Assurance and/or Organisational Learning
- Experience of planning and managing events and meetings, keeping accurate records of discussions and decisions

#### Essential Skills and Aptitudes

- Good people skills
- Demonstrable knowledge of the aid and NGO sector
- Capacity to quickly master a wide range of documentation and information and to prepare analyses and responses
- Ability to write briefing material on a wide range of subjects for diverse audiences
- Excellent oral and written communication skills
- Strong facilitation, presentation, negotiation and coordination skills
- Analytical and research skills
- Administrative skills

#### Desirable Skills

- Experience of event organisation/management
- Project management experience

#### Other Requirements

- Willingness to work as part of a small team
- Flexibility and very good time management skills, to work with frequently changing workload and priorities and to tight deadlines
- Political acumen, sound judgement and a strategic mindset
- High motivation, positive disposition and flexible attitude in response to rapidly changing contexts, tactics and priorities
- Ability to work on own initiative to achieve set goals