

**Position:      PROGRAM OFFICER**

**Key responsibilities**

- Assist Program Unit in implementation of programme activities
- Facilitate trainings with coordination of partners for effective implementation of programme activities.
- Strong documentation and follow-up system for all policies, procedures and practices to ensure a high level of Audits.
- Responsible to ensure compliance with developed and modified policies, guidelines and SOPs.
- Prepare estimated budgets, coordinate with participants for necessary travel and logistic arrangements and manage distribution of training aids and materials for the event (trainings, meetings & workshops).
- Maintaining and updating hard and soft Project Documentation storage system including all revisions and reports.
- Distribution and disseminating of project information upon request.
- Comply with all program protocols, including those regarding confidentiality of client information
- Responsible to analyze data regarding HIV patients especially Gender Based violence victims.
- Participate in all staff and program meetings, site visits, required network events, and mandatory trainings.
- Keep supervisor informed of all problems, challenges and conflicts related to job.
- Perform other duties as assigned by the management.

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