

## ***JOB DESCRIPTION***

**JOB TITLE:           International Institutions Liaison Officer**

### **I. JOB SUMMARY:**

#### **Function of the position:**

- briefing diplomatic staff on developments at the African Union and United Nations Economic Commission for Africa which are of relevance to Ireland's international development policy and foreign policy objectives;
- liaising with like-minded missions and preparing regular written reports on developments of relevance to Ireland's international development policy and foreign policy objectives; and
- facilitating HQ partnerships with the African Union and United Nations Economic Commission for Africa and ensuring they are undertaken in line with Irish Aid's systems and procedures for technical and financial accountability.
- International Institutions Liaison Officer has been established in line with the need for a strong institutional response to partnership. Irish Aid works through a variety of modalities that include financial and technical support to multi-donor pooled funds, regional block grants, as well as pooled and bilateral engagements with the African Union and United Nations Economic Commission for Africa. A commitment to professional and systematic Project Cycle Management (PCM) underpins all of our partnerships and therefore is a primary role of all Programme Officers.
- International Institutions Liaison Officer is in the first instance charged with ensuring that all funding partnerships are comprehensively managed in line with best practice for Project Cycle Management and Irish Aid's commitment to management for results.

The main areas of responsibility will include:

- Day to day management of the process and paperwork required for the various partnerships supported. This will include active participation in the appraisal and monitoring of partnerships in accordance with results based management, as well as the monitoring of budgets, programme implementation and results, and audit report follow-up.
- Monitor utilisation of the programme expenditure and report on same to the Second Secretary of the Embassy
- Attend, input into, and report back on various external technical working groups as directed by the Second Secretary
- Preparation of case studies on funding partnerships
- Preparation of reporting materials for internal accountability processes (quarterly and annual reporting) in line with results based management
- Support the Second Secretary in the development of analysis and thematic papers as part of any Mid Term Review or Country Strategy Planning process
- Provide day-to-day administrative support to the Second Secretary in the organisation of field visits, programme payments, consultancy support, information management, and filing

### **Reporting lines**

International Institutions Liaison Officer will report directly to the Second Secretary.

### **Additional Communication lines**

International Institutions Liaison Officer will work with the Programme Support Manager around systems for PCM, filing, and ensuring that all necessary data on internal and external information management systems is recorded in a timely and accurate manner.

International Institutions Liaison Officer will have cross-team communication responsibilities in particular around Irish Aid's cross cutting priorities of Gender Equality, Environment, Governance and HIV/AIDS.

## **II. REQUIREMENTS**

- Academic background in international relations and related fields such as economics and international development to a masters degree level;
- A proven track record on international issues and at least one year's relevant managerial experience;
- Good communications, networking and influencing skills;
- Knowledge of mainstream cross-cutting issues such as governance, gender, environment/climate and HIV/AIDS;
- A self-starter with a demonstrated ability to work independently; and
- Fluency in English (oral and written with good drafting skills)

## **III. TERMS AND CONDITIONS**

- An initial two year contract, subject to a probation period, will be offered to the successful candidate.
- Remuneration will be provided on Grade Two of the Irish Aid Ethiopia salary grade [Starting Euro 1,070.00 – Ceiling Euro 1,743.00]