

Name of Position: CSEF Programme Officer
Salary range: Competitive
The Global Campaign for Education is seeking to appoint a Programme Officer for its Civil Society Education Fund (CSEF) Programme on an initial 12-month contract, with a renewal assuming continued grant funding.
<p>Main Duties:</p> <ul style="list-style-type: none">• Support the global CSEF team to effectively manage and coordinate the programme.• Ensure on-going consultation and communication with CSEF partners, and share information about key programme developments, deliverables and timelines.• Help to oversee global and regional implementation plans and support relevant partners keeping on track with planned activities.• Support production and review of programme documents, guidelines and templates.• Assist in managing grant agreement/contracting processes and ensuring these are effectively archived.• Manage and coordinate team usage of databank for all relevant CSEF documentation, and maintain internal and external CSEF calendars.• Assist in ensuring comprehensive and targeted technical support to coalitions, with a particular emphasis on those that are emerging, new to the programme, or facing particular challenges.• Build up strong knowledge of coalitions and national level work, be a point of contact for acquiring and sharing national level information, and help with reporting on country developments to relevant partners.
Location: London, UK or Johannesburg, South Africa
Please visit the CSEF Programme description on the GCE website for further details on the programme: campaignforeducation.org/en/civil-society-education-fund . For a full job description and applicant qualifications, please visit http://campaignforeducation.org/en/jobs
Applications to be submitted to jobs@campaignforeducation.org by 15 July 2016