

**Terms of Agreement
For
Project Officer Program for the Protection of Public Resources
Parliamentary Election 2015**

Nature of the Job

Project Officer will work in close coordination with the Project Manager to ensure the smooth implementation of the activities assigned to People's Action for Free and Fair Election (PAFFREL) during the 18 month project period of the project titled *Ensuring Electoral Integrity in the Electoral Process through Independent Election Observation and Remedial Action*. The individual will directly report to the Project Manager and will support the PAFFREL staff members to complete their activities in a timely manner and work towards the envisaged results and outcomes.

Project Officer – PAFFREL will also work closely with the other two Project Officers attached to the project to minimize duplication of activities and maximize synergies and joint efforts.

Specific Responsibilities

- Support and provide guidance in the design, planning and implementation of activities by PAFFREL during the project period to ensure that it is in line with the project documents.
- Work in close coordination with the program officers and finance officers of PAFFREL to ensure smooth implementation of activities.
- Report to TISL on a regular basis the progress of program implementation and project finances of PAFFREL.
- Carry out project related activities assigned by the Executive Director of PAFFREL and TISL as well as the Program Manager of the project.

Other Responsibilities

- Represent the organization in meetings and other fora
- Participate as a resource person in external and internal training and workshops

- Identify and evaluate risks to the organization, its partners, property, finance, goodwill and image and assist the Management committee and the Board of Directors to implement measure to control such risks
- Assist the TISL Management in special events organized by TISL or its Divisions and fund raising plans
- Carry out any other work assigned by the Executive Director or Management.

Competencies

- Bachelor's degree in Social Sciences, Law or Human Rights from a recognized University.
- At least 3 years of experience in project implementation and / or project management.
- Sound knowledge and experience in project financial management.
- Ability to draft reports, possess good presentation and communication skills and good at multi-tasking
- Team spirit and the ability to work in a team environment but with minimum supervision.