



JOB DESCRIPTION

POSITION: Desk Officer
DEPARTMENT: International Development Foundation, ILCU
REPORTING TO: International Programme Manager

The Irish League of Credit Unions (ILCU) International Department seeks to recruit a Desk Officer based in Dublin.

Main purpose of Job:

The Desk Officer will be responsible for providing project management support for the Foundation's major projects, serving as the primary link between international country partners and Dublin Head Office.

Job type:

Permanent Position

Background:

The mission of the International Department Foundation of the Irish League of Credit Unions (Foundation) is to alleviate poverty in developing countries by supporting credit unions and their representative bodies through the provision of financial and technical assistance. Over the last thirty years, the Foundation has worked to strengthen the role of credit unions and savings and credit cooperatives by sharing the success of the Irish credit union movement and the experience of international partners. The Foundation uses its experience to provide contextually appropriate transfer of skills and expertise to our partners, helping them develop sustainable structures, procedures and practices to alleviate poverty. The Foundation has expanded considerably in recent years and supports a wide portfolio of innovative credit union partners - from rehabilitating/establishing credit unions to assisting large and long-standing credit unions in Africa and Eastern Europe. We are delivering credit union projects with funding from Irish Aid, IFAD and a number of other donor agencies, in line with best international practice.

Consistent with our ambitious new strategic plan we aim to continue improving the quality and lasting impact of our work globally, while significantly increasing our external funding sources.



Main duties

Project Management Support:

- Liaise with and support international country partners on a regular basis, facilitating the flow of accurate and timely information, including the completion of reporting templates, between country partners and Foundation HQ.
- Support the project management process (initiation, planning, execution, monitoring and control, and close-out) for all the Foundation's co-funded projects.
- Hold weekly, monthly and quarterly meetings with country partners to track progress against project results frameworks and budgets (actual v. planned expenditure).
- Ensure minutes of meetings record agreed time-bound actions and decisions, shared with all relevant stakeholders.
- Assist the International Programme Manager with project risk register reviews, ensuring any issues are identified and necessary actions are assigned and completed.
- Provide weekly project briefings to the International Programme Manager and highlight any issues promptly.
- Prepare reports for the International Programme Manager as required (weekly, quarterly, and annual).
- Perform overseas monitoring visits to key Foundation projects if/when required.

Grant and Contract Management Support:

- Support the monitoring of project expenditure on a monthly basis, using information from the country partners and Compliance Officer to monitor spend, and review cost forecasts.
- Supporting colleagues in ensuring that partners are delivering in compliance with contractual terms and conditions (e.g. procurements, movements across budget lines etc.); and also delivering in compliance with policies (e.g. safeguarding, fraud etc.).
- Ensure all expenditure by country partners is pre-approved and fully accounted for with the necessary documentation, based on guidance from the International Programme Manager, Compliance Officer and as per the Foundation's policies and procedures.
- Liaise with the Compliance Officer regarding donor account codes for expenditures.
- Ensure all project documentation is recorded and filed, with individual Donor files (including proposal applications, contracts, submitted reports and donor email communications) maintained for all co-funded projects.
- Develop a calendar of key dates (e.g. report due dates etc.) and share this with the country partners and the Foundation team.

Proposal development:

- Assist with developing new project proposals through analysis of results and wider desk research -coordinating input from key stakeholders,
 - Assist with proposal writing (logic models, results frameworks) and editing.
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Administration:

- Ensure adherence with Foundation policies, processes and systems.
- Support the International Programme Manager with developing contracts for Consultants as required.
- Support the development and revision of key Foundation policies.
- Attend internal Foundation monthly programme meetings and quarterly staff meetings.
- Represent the Foundation at external meetings as required.
- Undertake other tasks related to the Foundation's activities as required.
- Supporting colleague to conduct due diligence assessments with partners (when necessary)

Person Specification

Essential:

- A third level qualification in a relevant discipline, e.g. international development, international relations etc.
- Minimum two years' experience with an international development organisation, ideally overseas.
- Experience in proposal development, report writing and grant management.
- Proficient in reviewing financial information (expenditure reports, cost projections etc.) and basic financial analysis.
- Familiar with monitoring and evaluation frameworks.
- Strong organisational and administrative skills, with excellent attention to detail.
- An ability to multi-task and work pro-actively.
- Excellent interpersonal and communication skills (oral and written).
- Familiar with full suite of MS Office apps: Word, Excel, PowerPoint, SharePoint etc.
- Enthusiastic and flexible work attitude; an ability to work productively in a team and independently; prepared to work outside normal working hours when needed.
- Empathy with the Foundation's values and mission and interested in working as part of a committed, professional and mission driven team.
- Willingness to travel overseas to developing countries for short visits if/when required.

Desirable:

- Past experience working in international microfinance/credit union development.
 - Commitment to and familiarity with the principles and ethos of the credit union movement.
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Please submit CV with Cover letter via email to:

Margaret Davern, Chartered FCIPD, HR Adviser,
Irish League of Credit Unions, 33 – 41 Lower Mount Street, Dublin 2.

Email: mdavern@creditunion.ie

Closing date for applications is **15 April 2021**.

The Irish League of Credit Unions is an equal opportunities employer.

The ILCU International Development Foundation is registered in Ireland, registered charity number 20024314.
